TripTracker

LOGBOOK

User manual

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DEVELOPED BY STEFAN ZANKL

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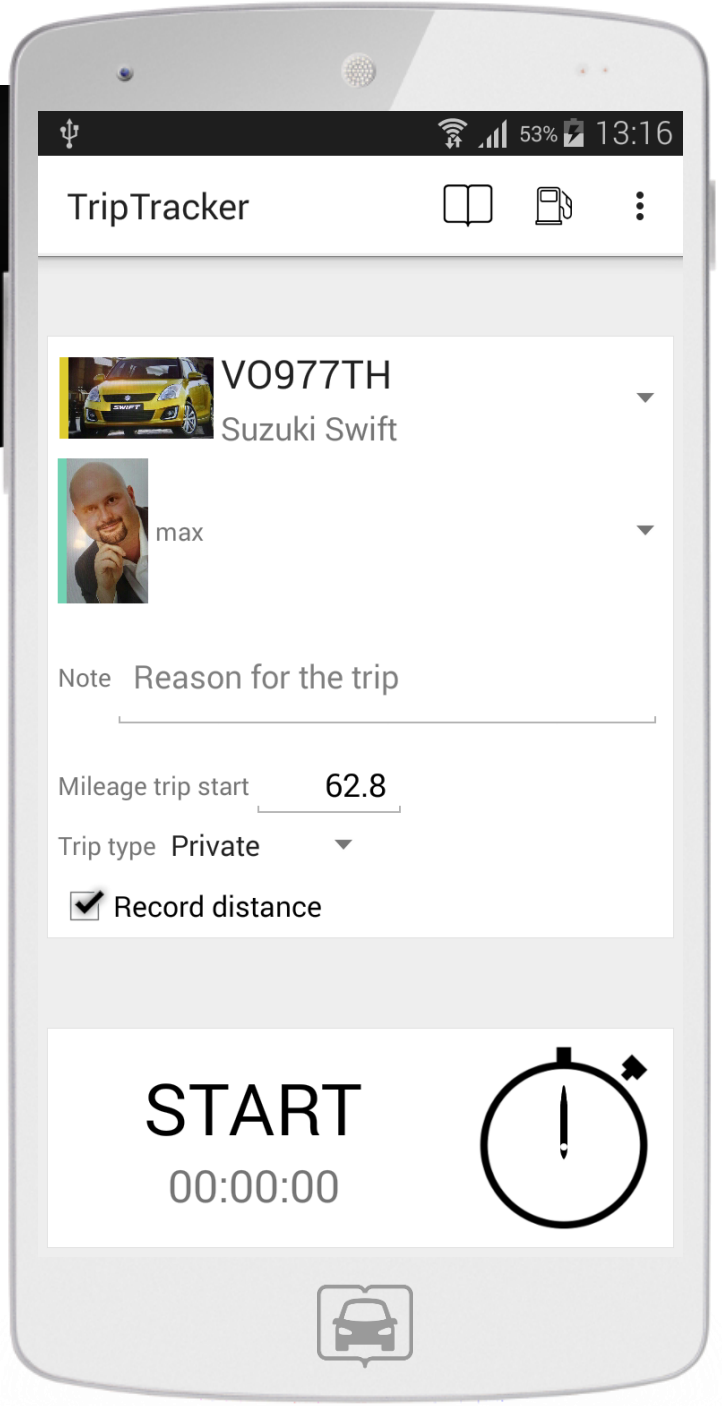

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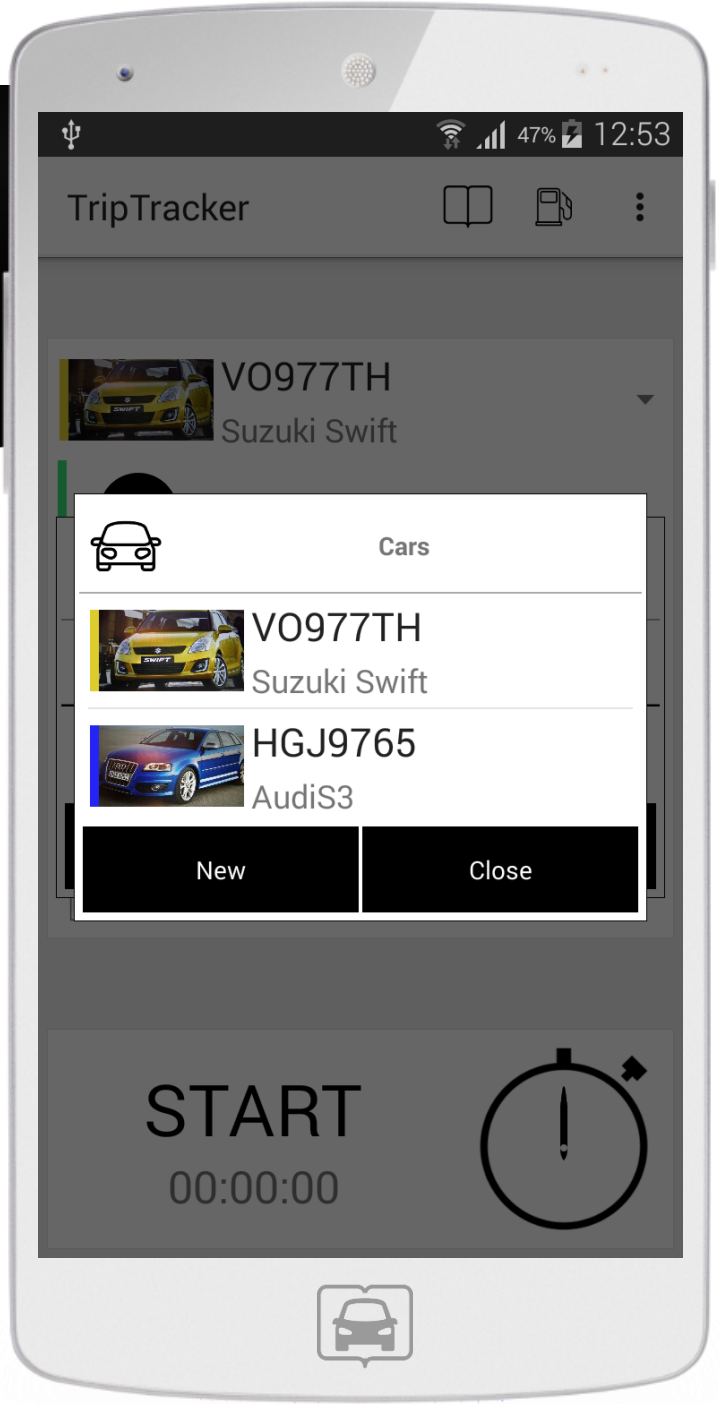
1.1 Generate car pool

- Open the menu and select "cars" in order to enter the car pool
- To create new cars select "New".
- By touching on a car in this menu, you can edit, delete cars and display informations.
- Back at the stopwatch you can select a car by using the gray ▼



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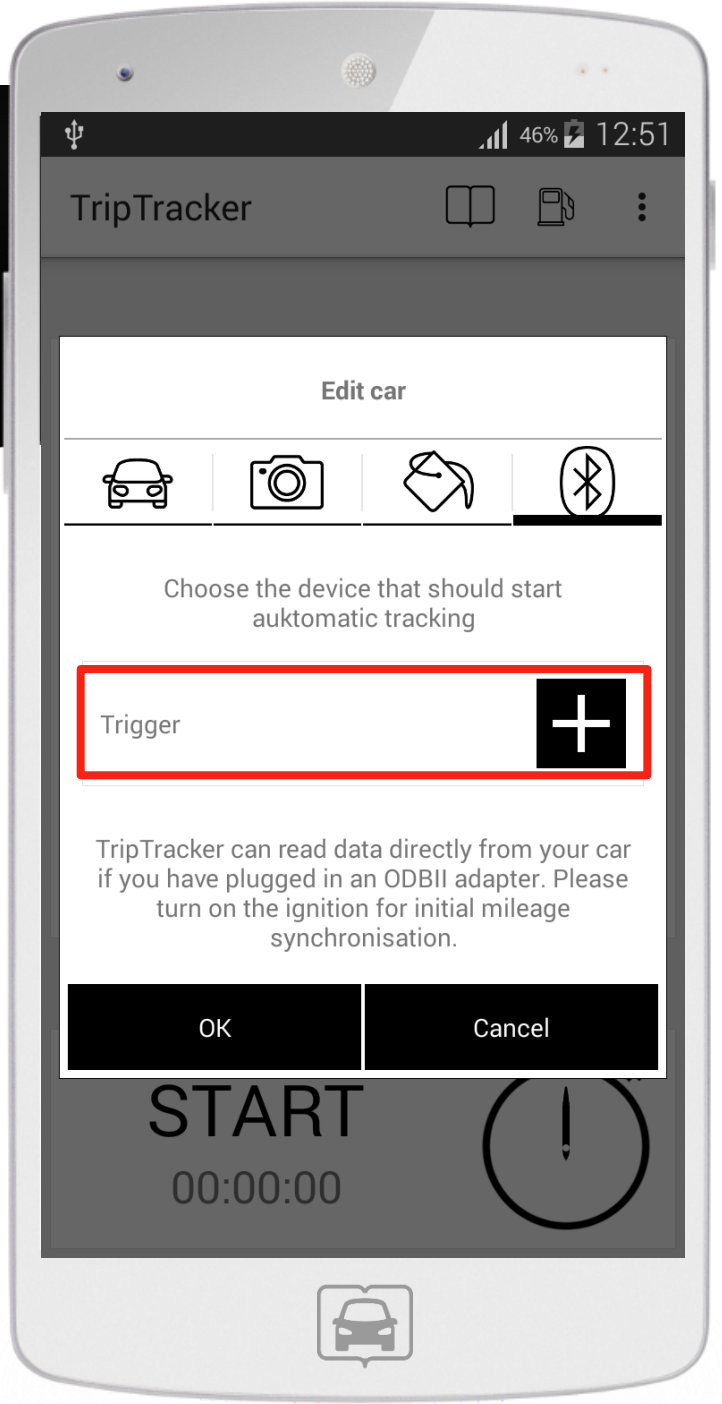
1.1.1 Add Bluetooth/Wifi

- By using Bluetooth/ Wifi logbook entries start automatically as soon as you get close to the device.
- You can add device to each car
  - First, open the menu and select "cars“
    - Insert a new car or touch on an existing one to activate the function
    - Select the + icon and a list of the available devices is displayed. Through touch, you select a device.
    - Your entries automatically start when you are in the vicinity of this device.
    - To clear the ID, use the red X.
- The entries are stored in the clipboard and can be completed within 24 hours (see page 16)


46% 12:51
TripTracker
Edit car
Choose the device that should start auktomatic tracking
Trigger
TripTracker can read data directly from your car if you have plugged in an ODBII adapter. Please turn on the ignition for initial mileage synchronisation.
OK
Cancel
START
00:00:00

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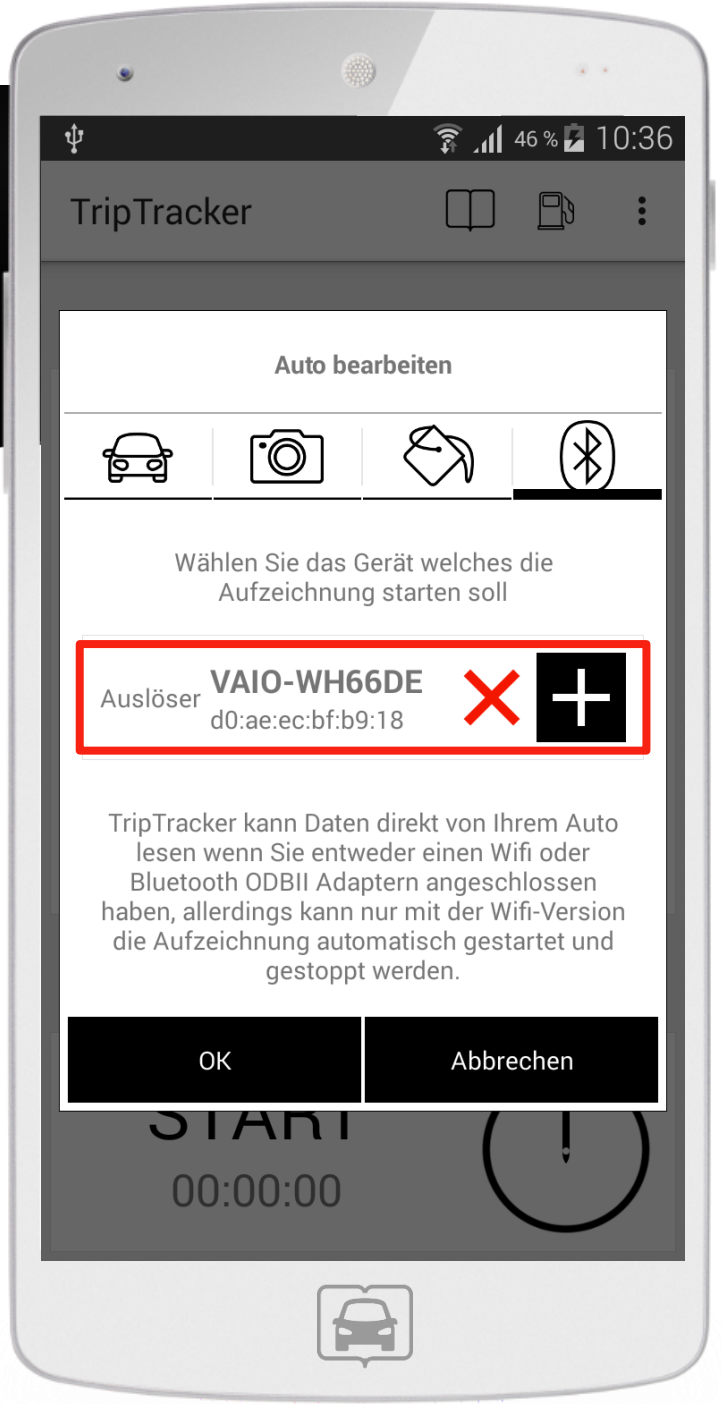
1.1.2 OBDII

- Using an OBDII adapter TripTracker can read the data of your car . This feature allows the app to synchronize miles and the mileage with your car.
- The entries are stored in the clipboard where they can be completed within 24 hours (see page 16)
- You can purchase a suitable OBDII adapter by us. Just contact us by e- mail .
- Enable adapter :
  - Plug the adapter into the provided
  - Activate Bluetooth / Wifi on your smartphone
  - Activate the ignition of your car
  - Open the menu item " **Cars** " – touch on the desired car and select " **Edit** " - go to the tab " **Bluetooth** " . Add the adapter, enter once the current mileage and confirm with OK.


46 % 10:36
TripTracker
Auto bearbeiten
Wählen Sie das Gerät welches die Aufzeichnung starten soll
Auslöser
VAIO-WH66DE
d0:ae:ec:bf:b9:18
TripTracker kann Daten direkt von Ihrem Auto lesen wenn Sie entweder einen Wifi oder Bluetooth ODBII Adaptern angeschlossen haben, allerdings kann nur mit der Wifi-Version die Aufzeichnung automatisch gestartet und gestoppt werden.
OK
Abbrechen
START
00:00:00

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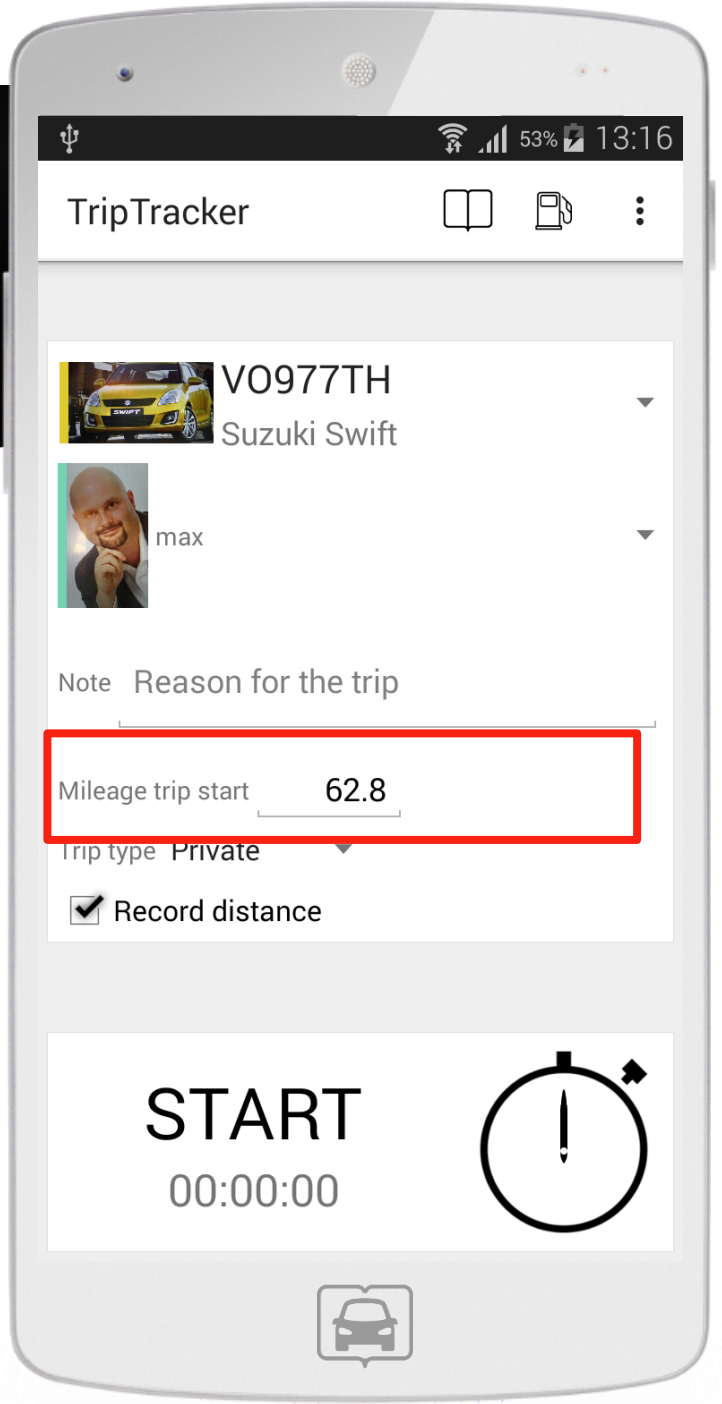
1.2 Mileage before departure

- Before your departure, you can manually specify the current odometer
- In the settings you can choose whether the mileage and the address of the last journey should be taken



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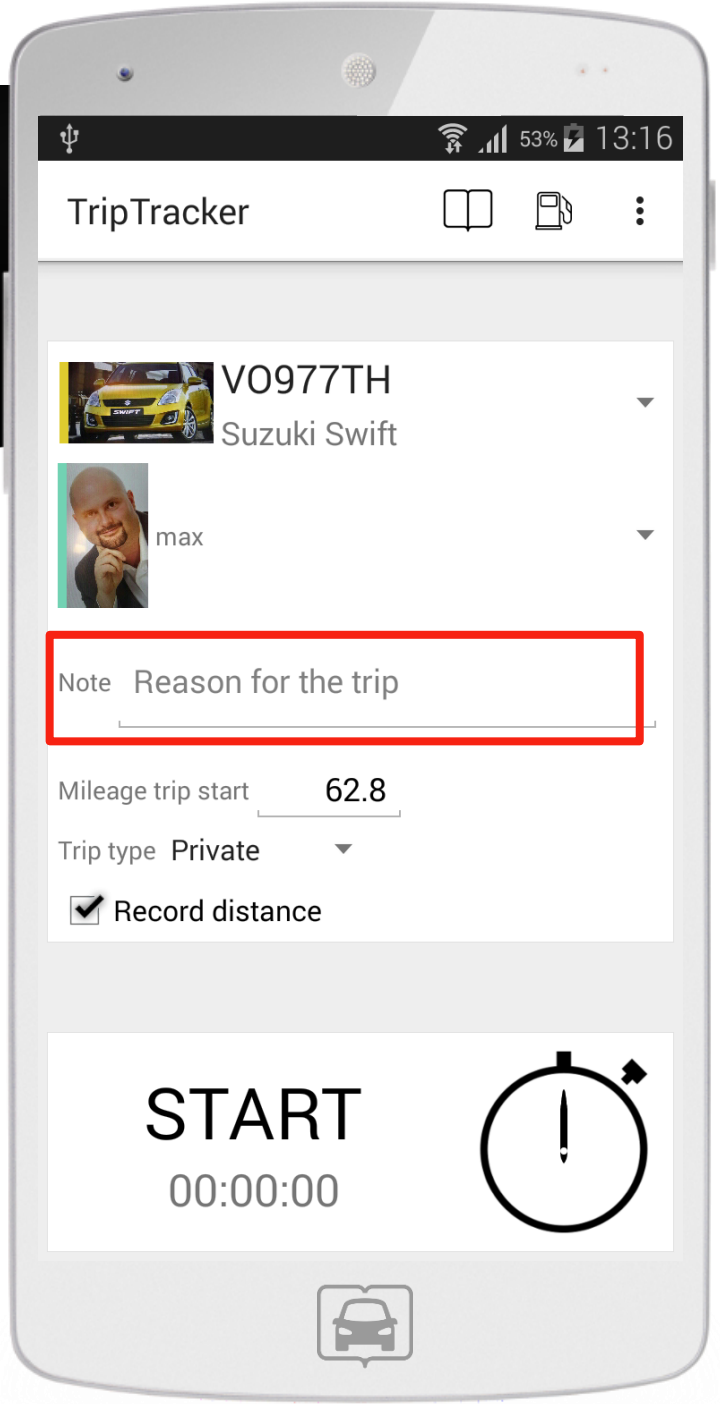
1.3 Add note

- Add a note to the entry before you start the logbook
- You can use this field to briefly state the reason for your trip.
- You can fill in this field even later



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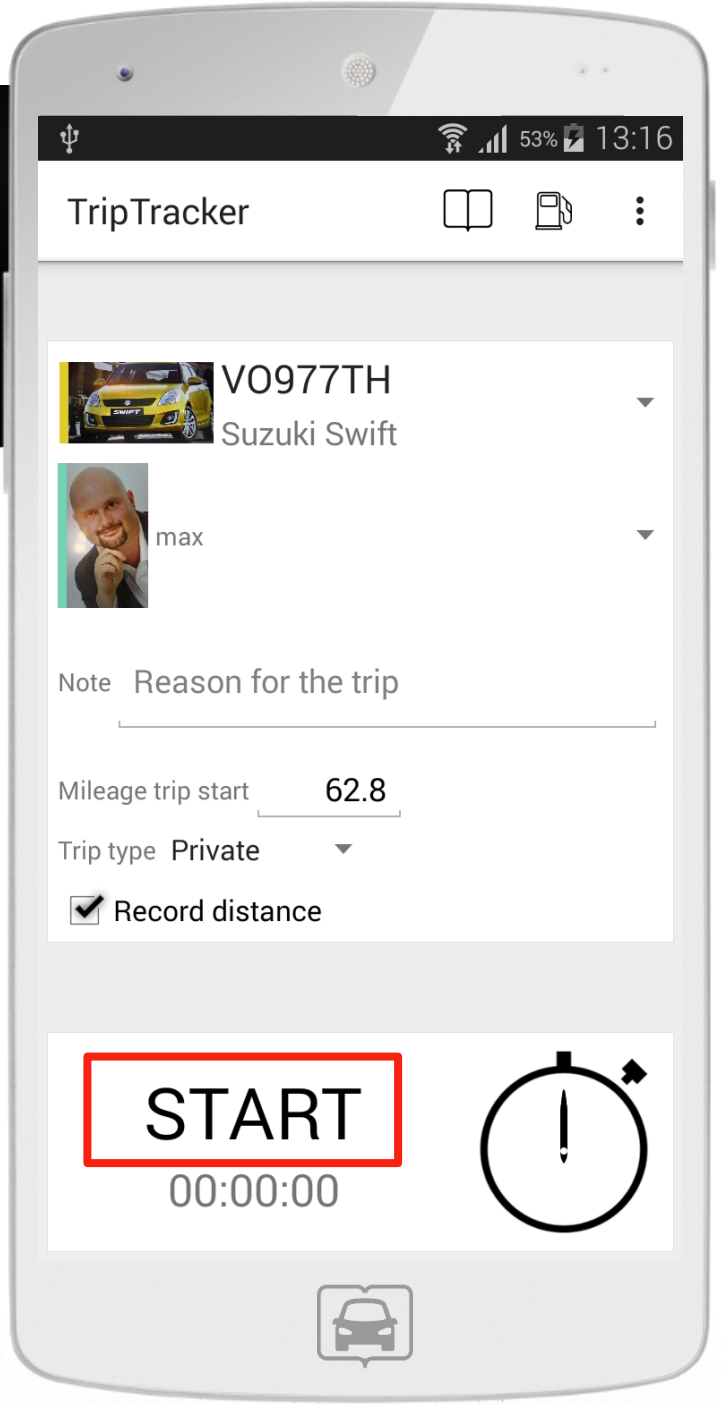
1.4 Start and stop stopwatch

- Before pressing START select whether you want to record a path and whether it is a professional / private drive.
- After you have pressed STOP you can finish the record or save it in the clipboard to finish it within the next 24 hours.
- To get to the clipboard, open the menu and select "clipboard" (see page 16)



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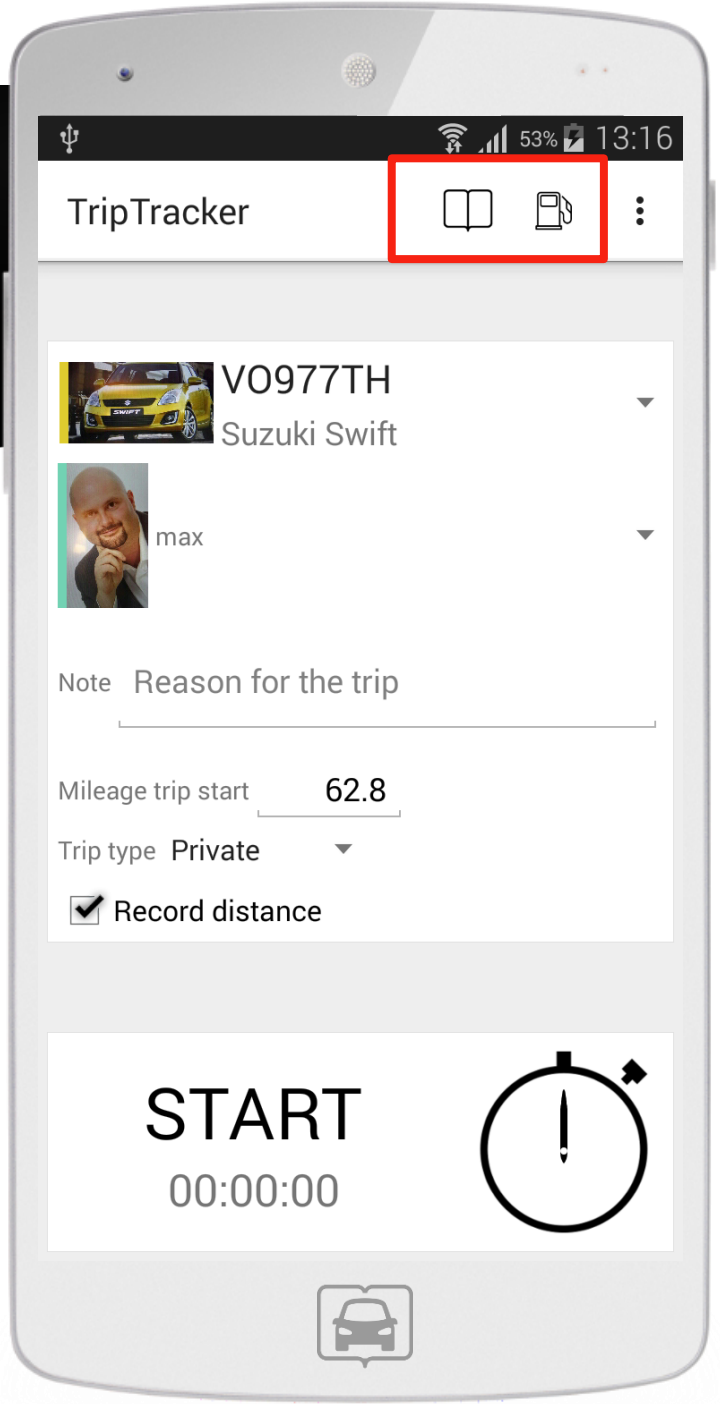
1.5 Explanation of buttons

- "Logbook" opens the logbook. Here are all Logbook entries are listed and can be edited

- "Fuelbook" opens the fuel log. You can add refuel entries and manage other car expenses



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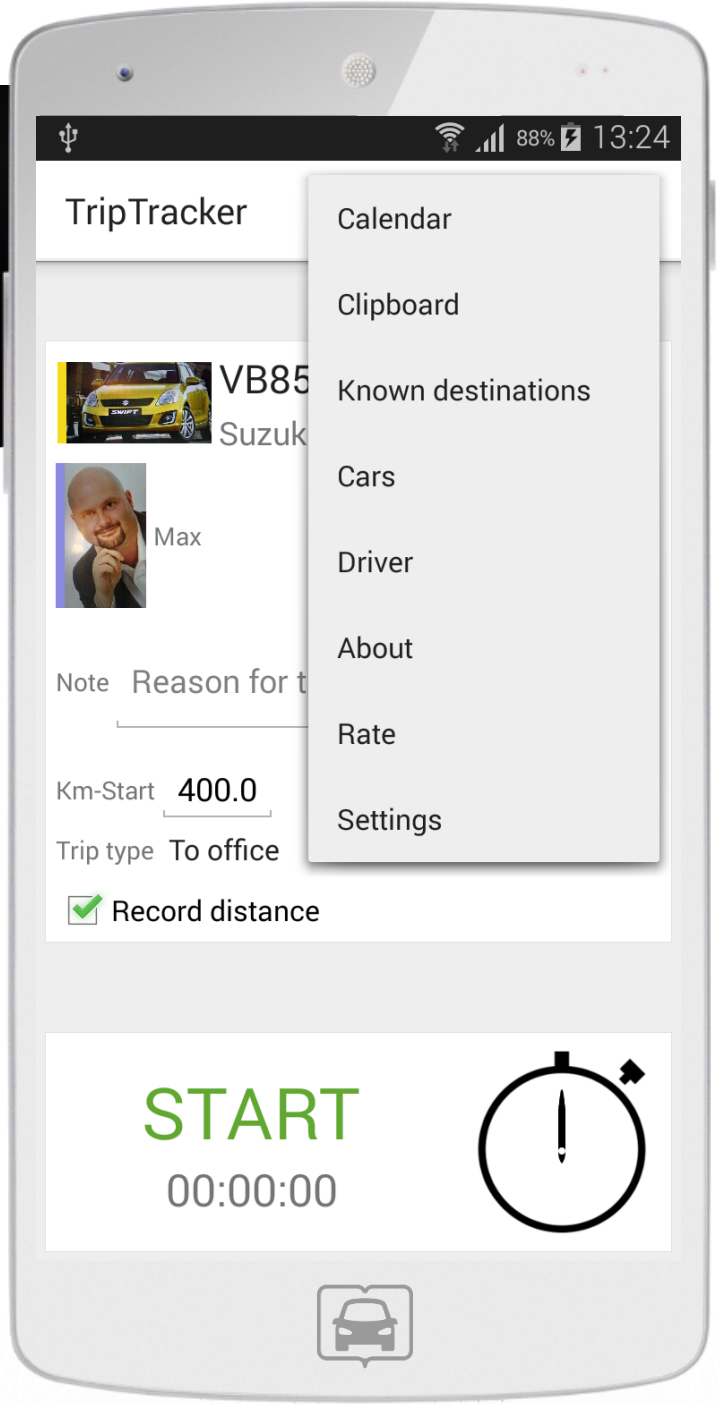
To access the menu, select the three points or the menu button on your smartphone.



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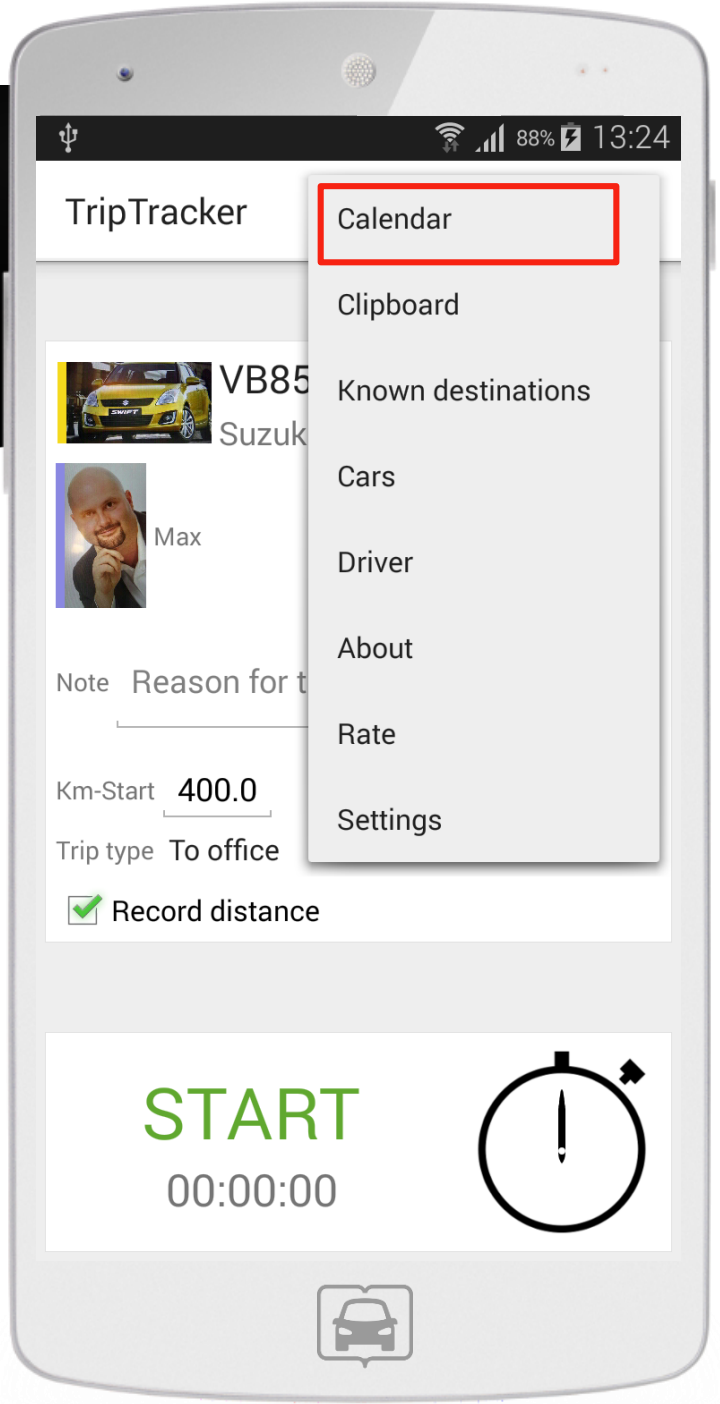
1.6.1 Calendar

- Open the menu and select "Calendar" to switch to the calendar view
- In the calendar view all logbook entries are displayed.
- In the calendar view you can use the "Back" button to return to the stopwatch
- For more information about the calendar go to pages 39-47



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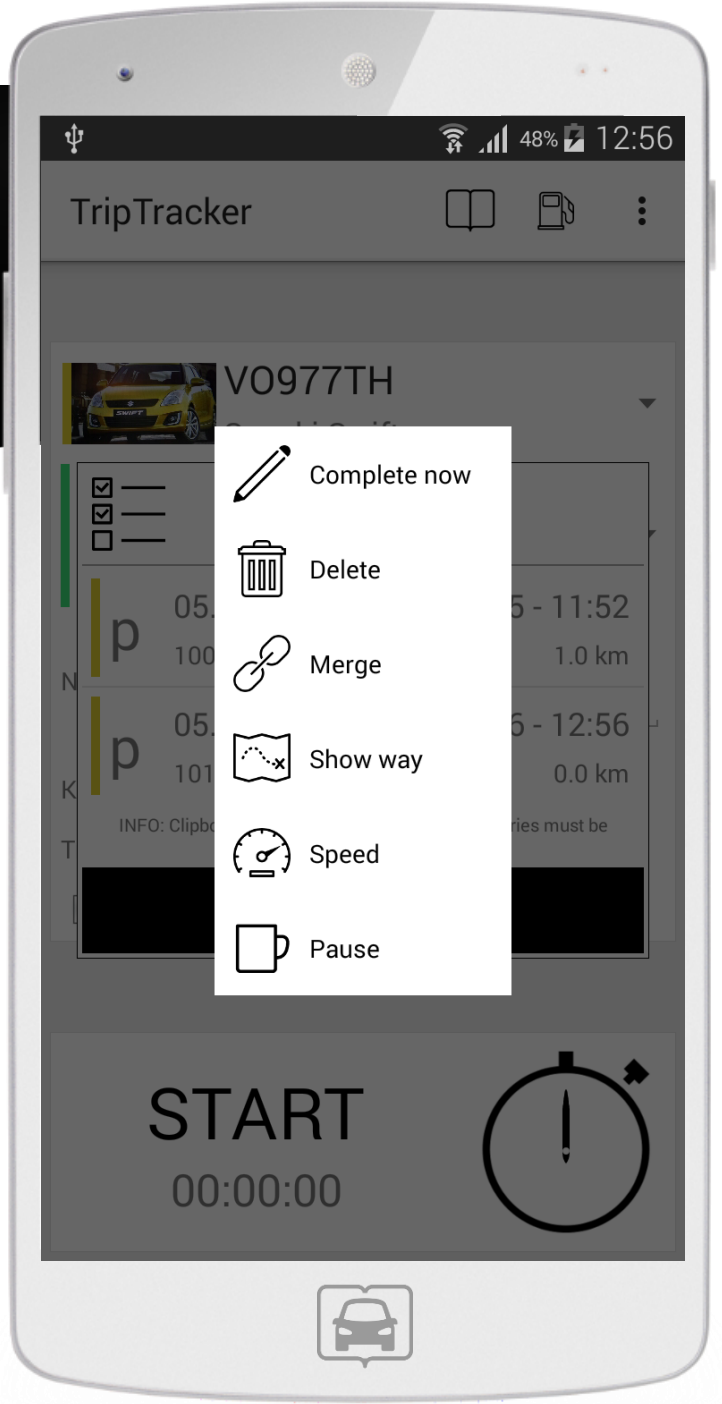
1.6.2 Clipboard

- Open the menu and select "Clipboard“
- The clipboard contains all unfinished logbook entries. This include:
  - Entries that are created with the widget
  - Entries that are created with Bluetooth or the OBDII adapter
  - And unfinished logbook entries you saved to the clipboard.
- You can finish the entries within 24 hours. This restriction is necessary in order to ensure security against forgery.
- By touching on an entry you can finish or delete it. Your entry is then stored in the logbook or in the recycle bin
- Touch on an entry and choose “**Merge**” to link two or more entries.



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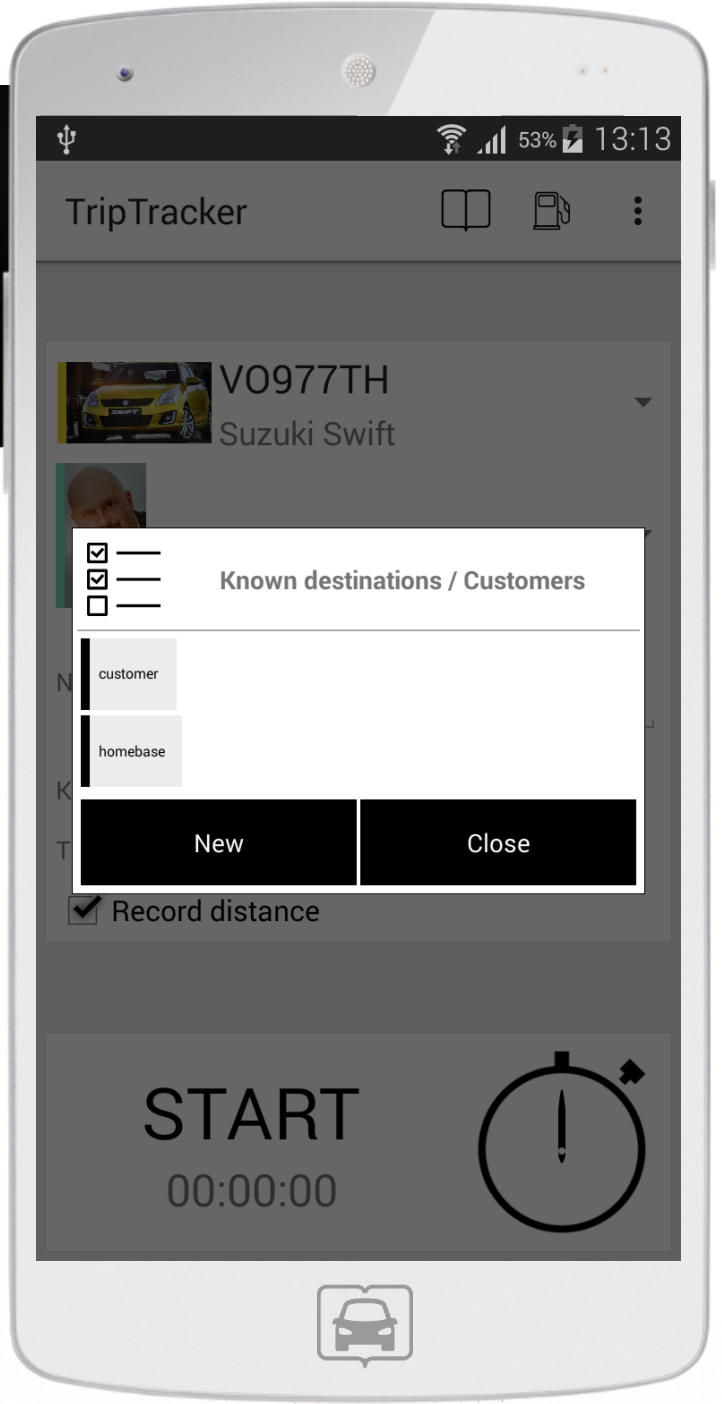
1.6.3 Known destinations

- Open the menu and select “known destinations“
- You can save known locations here.
- If you are in the vicinity of those locations, they are automatically assigned to logbook entries.
- Select "New " to add a new location
- Touch on an existing location to add sub destinations, edit or delete the location.



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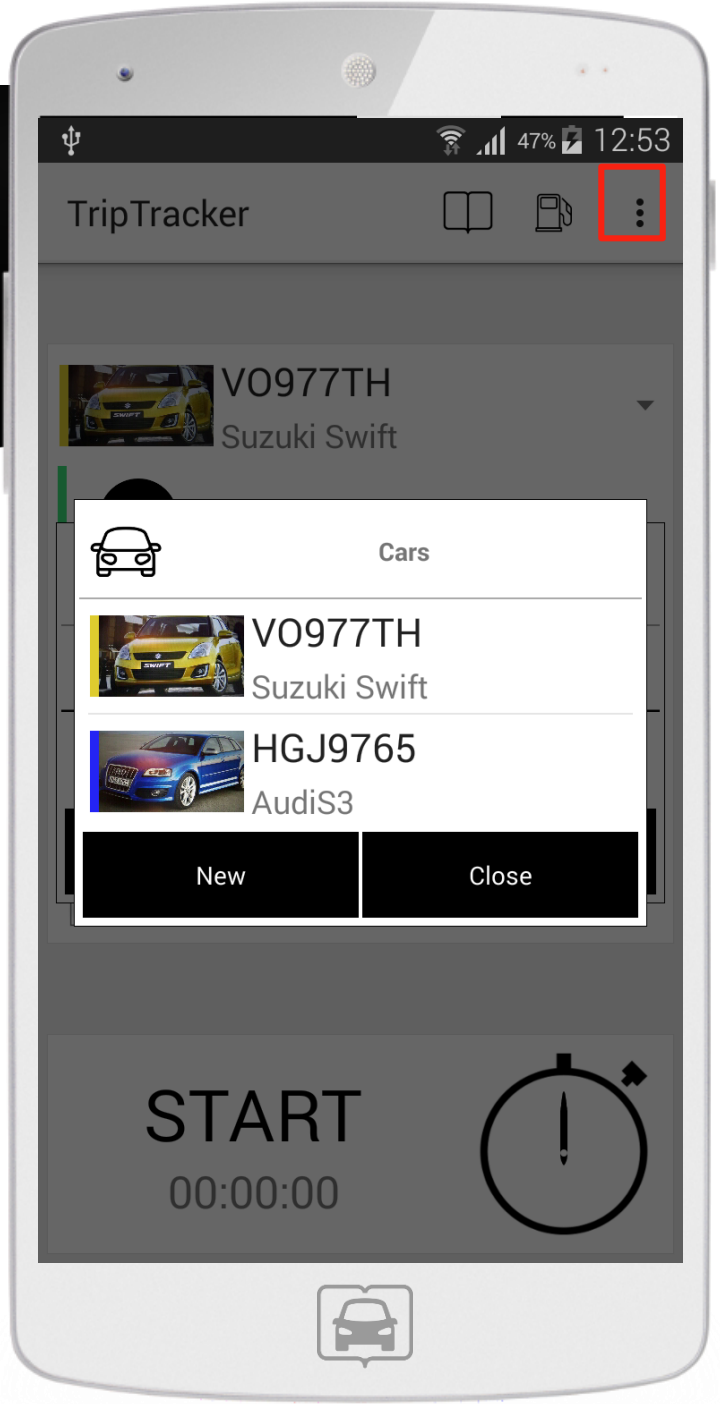
1.6.4 Cars

- Open the menu and select "cars“
- The menu item "Cars" gives you an overview of your car pool.
- Touch on a car to edit, delete it or to view information. Information are displayed regarding traveled mileages, total costs and costs per mileage.
- Use the “new” button to add new cars



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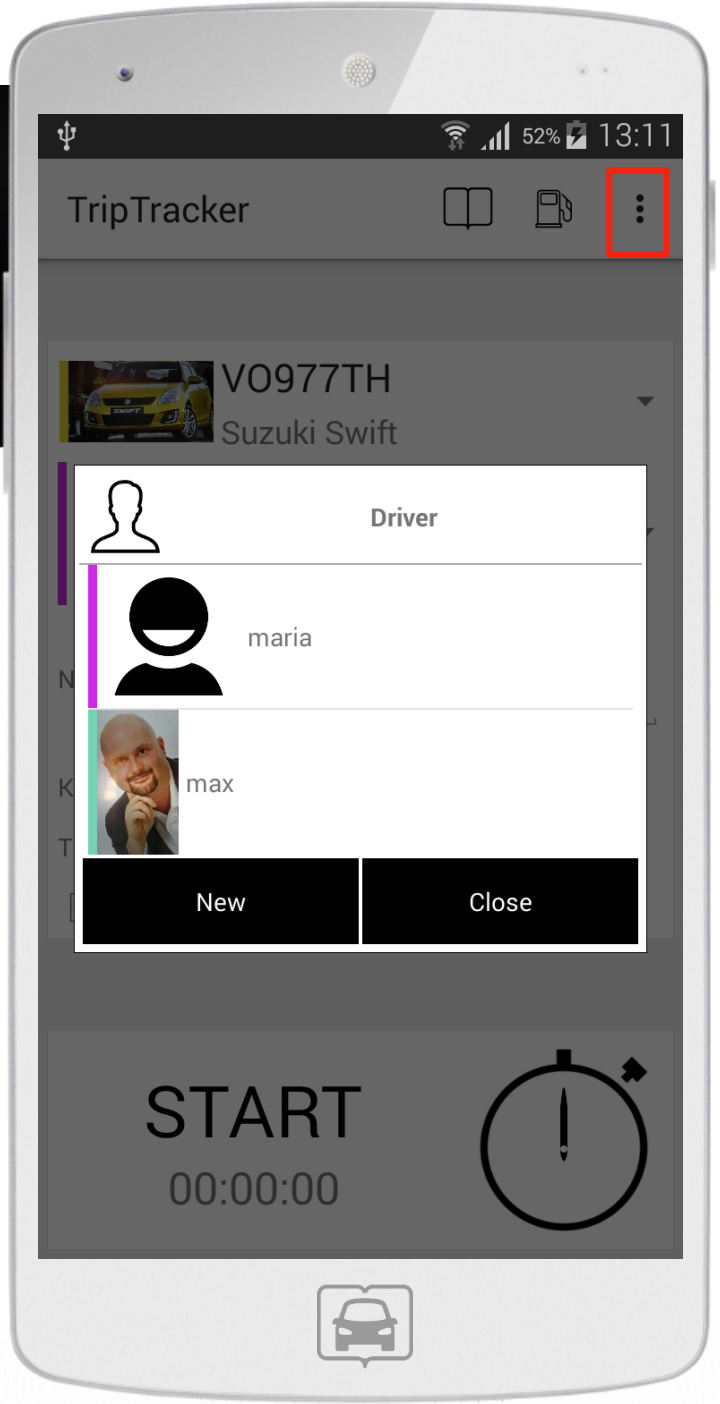
1.6.5 Driver

- Open the menu and select " Driver "
- The menu item " drivers " gives you an overview of motorists
- Touch on a driver in the list to edit or delete these .
- Use the "New" button to add new drivers



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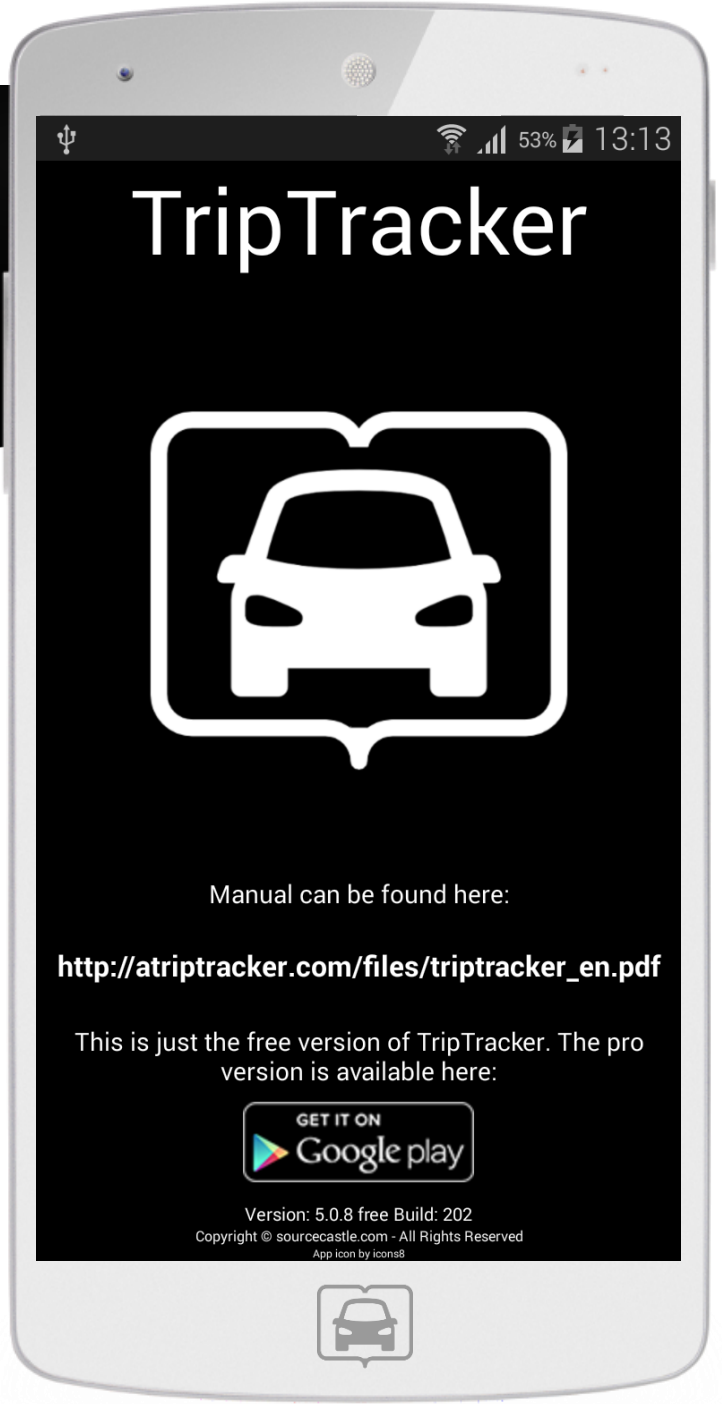
1.6.6 About

- Open the menu and select “About“
- The menu item “About" will show you the version that you have installed on your device
- You will also find a manual and the
- link to the Pro version
  - The Pro version allows you
    - Unrestricted export of logbook entries in PDF and Excel
    - Recognition of logbook entries from the tax office
    - Full digital logbook
    - Ad-free use of TripTracker


53% 13:13
TripTracker
Manual can be found here:
http://atriptracker.com/files/triptracker_en.pdf
This is just the free version of TripTracker. The pro version is available here:
GET IT ON Google play
Version: 5.0.8 free Build: 202
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App icon by icons8

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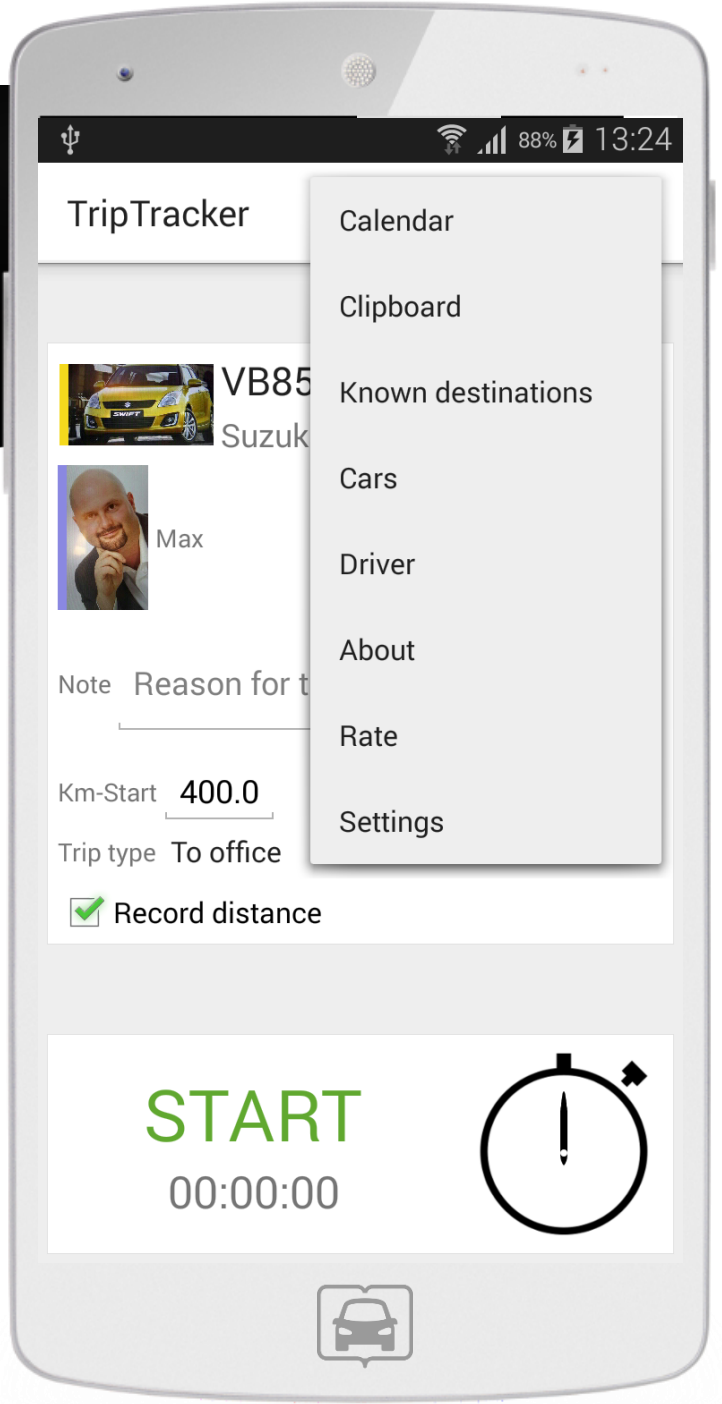
1.6.7 Rate

- Open the menu and select "Rate“
- Did you know that TripTracker was developed by just one person?
- Help us improve the software and give us your feedback by writing a review
- If you have special requests or suggestions, you can also contact us in English or German by e-mail:
  - stefan@stefan-zankl.com



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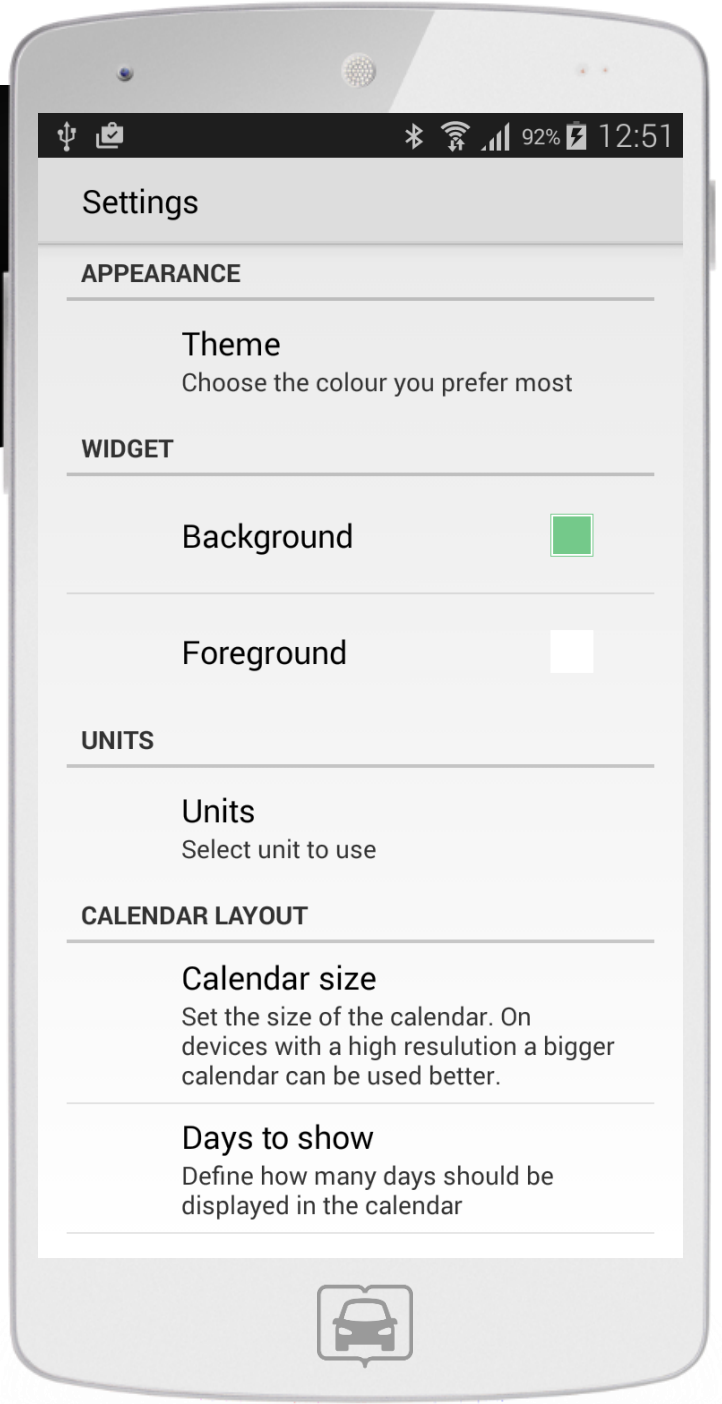
1.6.8 Settings

- Open the menu and select “settings“
- The menu item “settings" includes the following functions:
  - **Colors**: What color do you prefer for TripTracker?
  - **Widget**: Determine the foreground and background color
  - **Unit**: Prefer miles or kilometers?
  - **Mileage**: Should take TripTracker the mileage of the last trip?
  - **Address**: Should take TripTracker the address of the last trip?
  - Should the addresses-fields always be filled?
  - **Calendar** size, start of the week
  - **Backup** and **Restore**: Do you want to make a backup file or do you want to import data from free version to pro version? (more information page 67)



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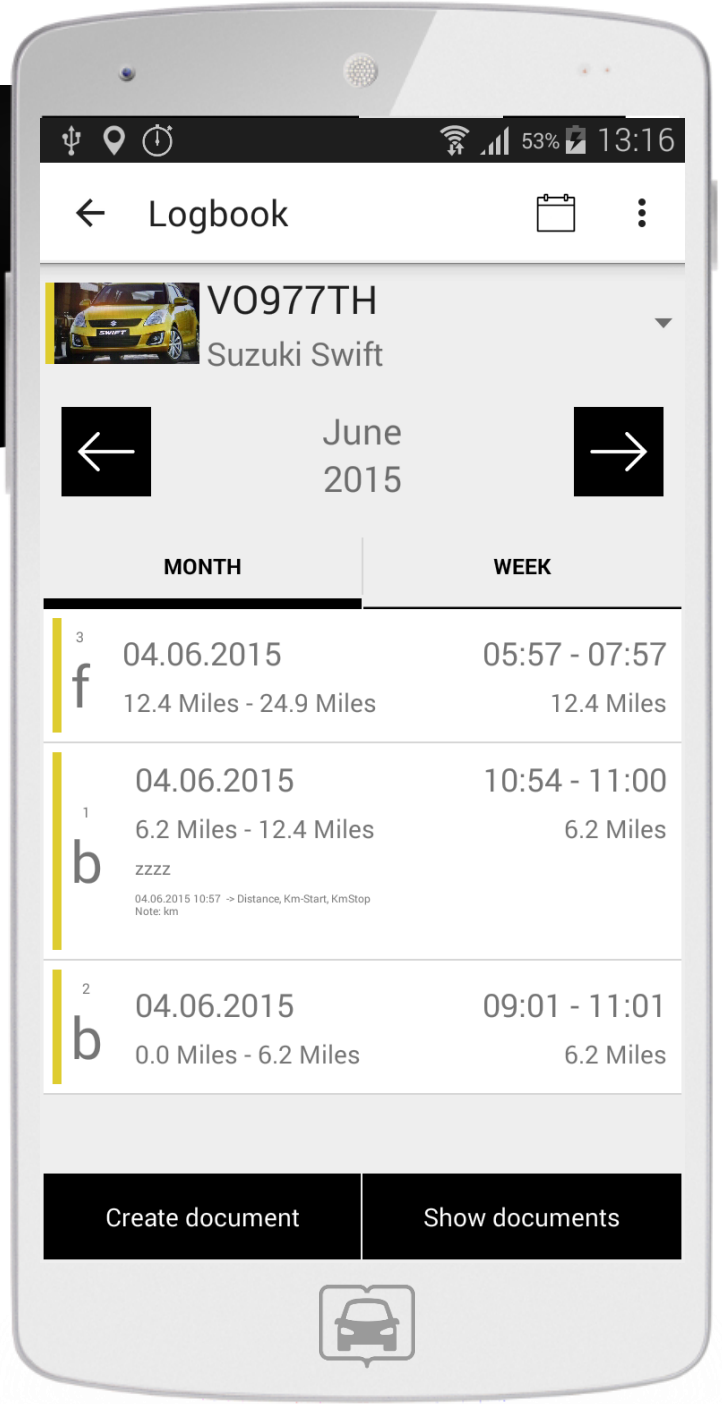
In the logbook all logbook entries are stored and sorted by date.
p = private; f = from work; t = to work; b = business



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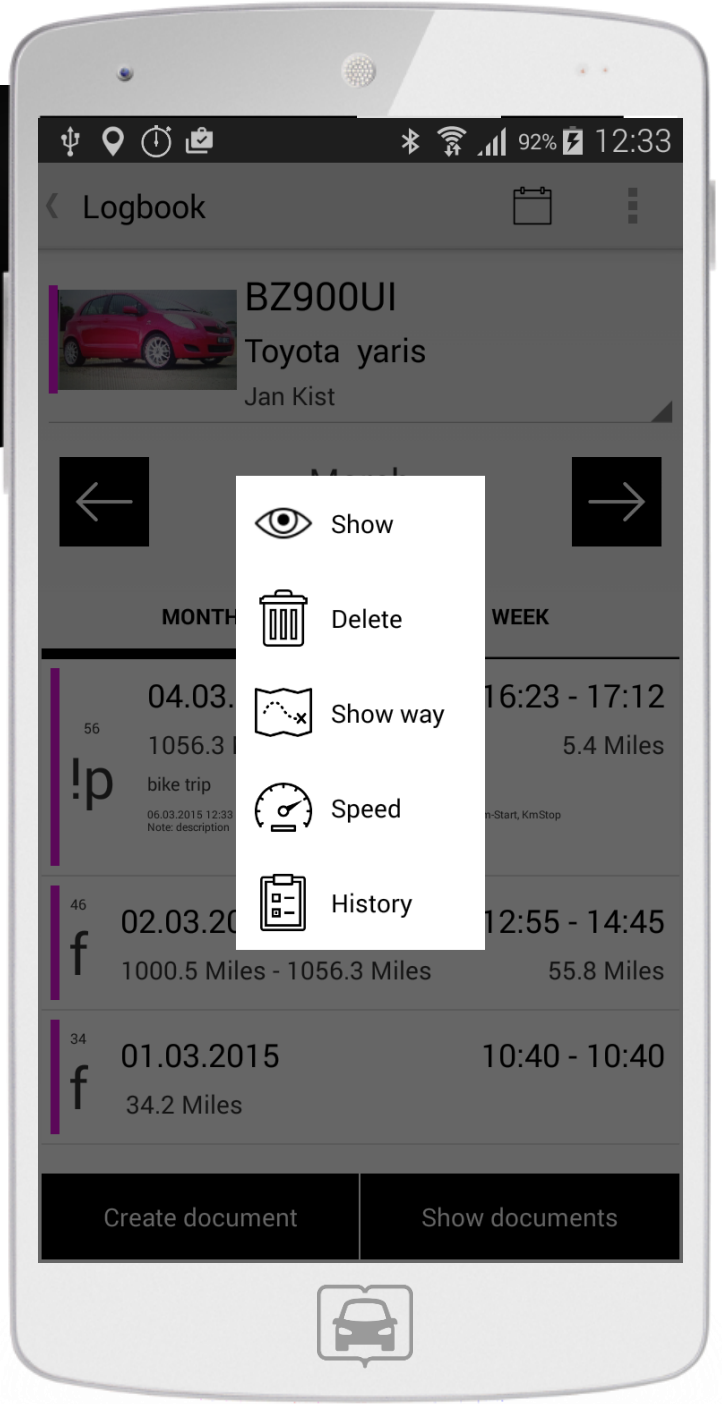
2.1 Open logbook entries

- by touching on an entry you open the context menu
- Show: You can edit the entry here. Change the entry within 24 hours, he is not provided with a call sign. Change the entry after the expiry of 24 hours, the changes are saved in "History" and the entry gets a call sign.
- Delete: To delete a logbook entry - deleted logbook entries can restored under the menu item “recycle bin" again (more information on page 38)
- Show way: shows you the distance traveled on a world map
- Speed: shows you how fast you were traveling
- History: Have you changed logbook entries, here are the changes recorded in a history. You can restore the original logbook entry here



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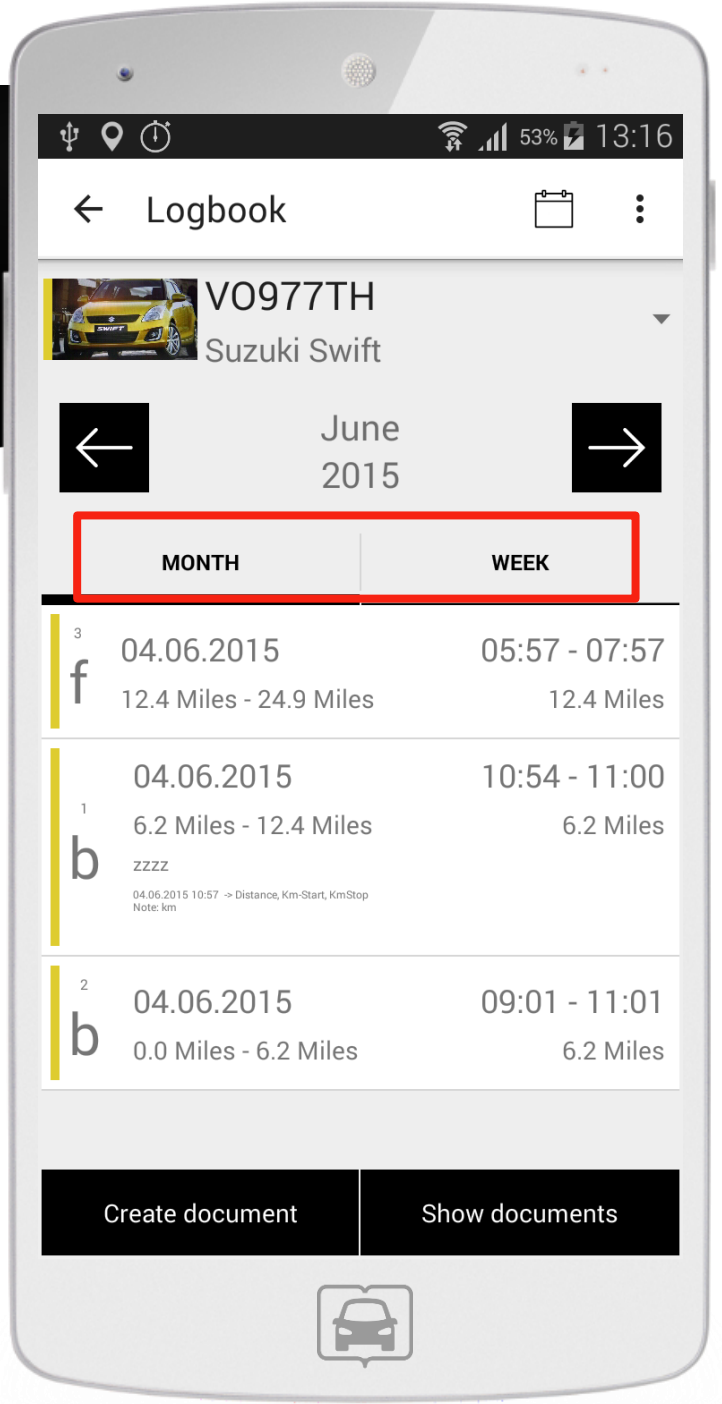
2.2 Filter logbook entries

- You can filter the entries by cars and then after months and weeks.
- Note: if you have many entries you can scroll down to make them visible
- For the listed entries you can finally create a PDF. For this, use the button "Create Document"



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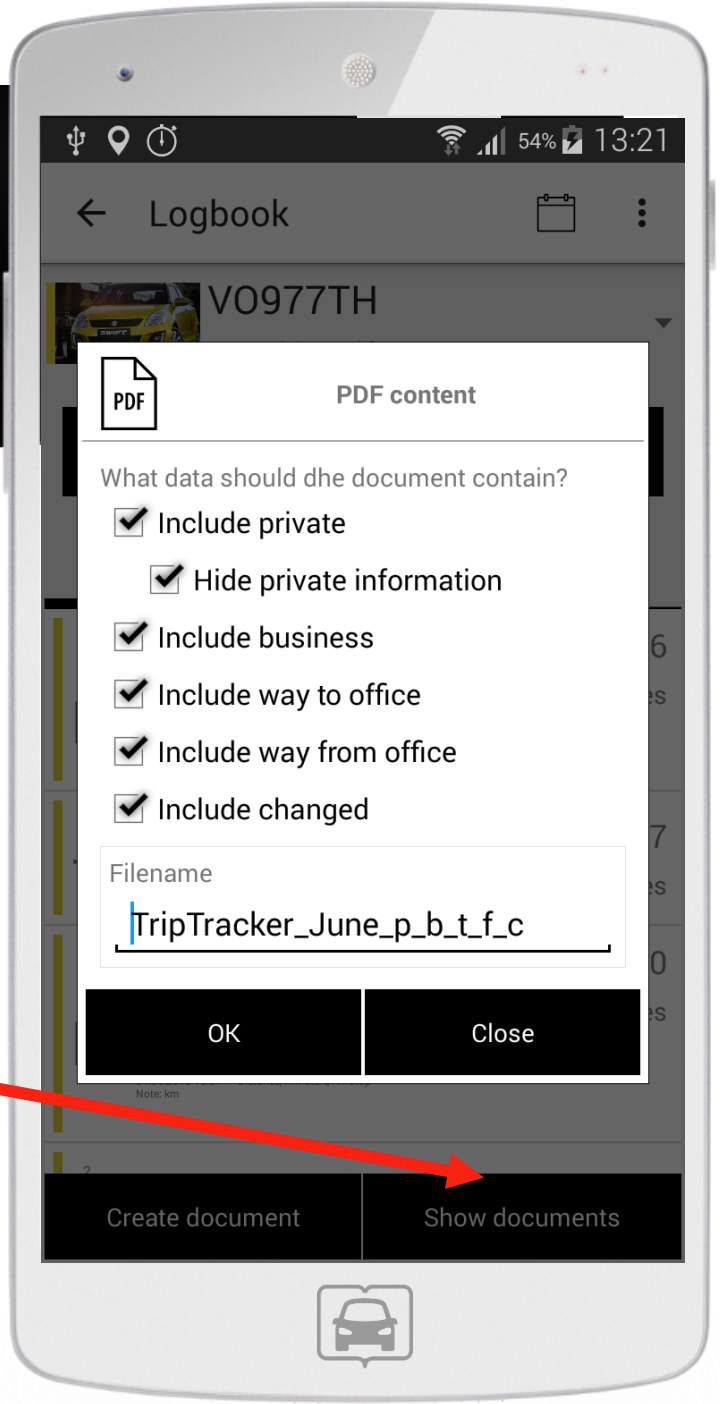
2.3 Create PDF

- First filter logbook entries with the arrow buttons. The displayed entries will be saved in the PDF
- Select "Create Document" and then decide if the PDF should include private trips and / or business trips.
- Give the PDF a name and click OK
- The PDF will appear and can be deleted and sent by using “show documents”

- **Note** that only the PRO version creates complete logbooks. In the free version only five entries are displayed.



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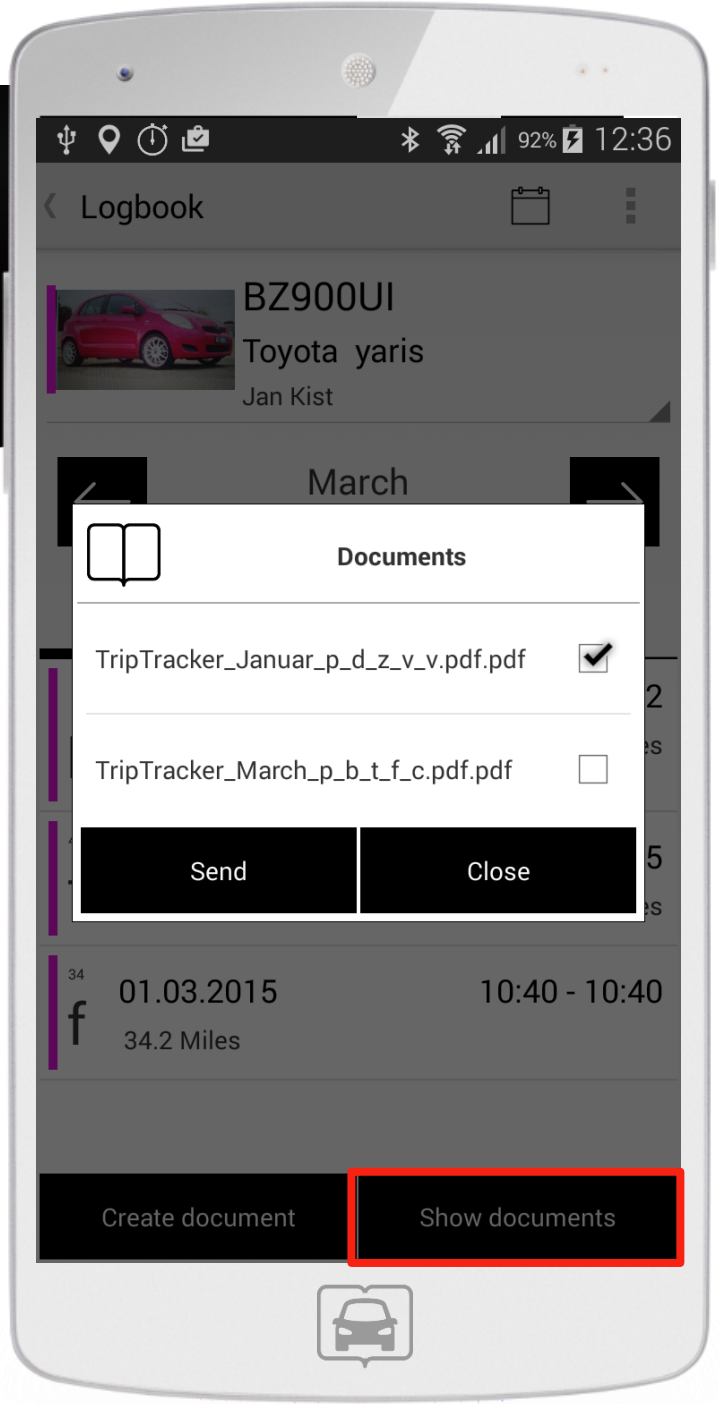
2.4 PDF overview

- By using the button “show documents" you can open all already created PDF documents.
- By touchin on a document, you can open it, sign it, send it or delete it.
- You need Adobe Reader to have a look at the document.
- To send more than one document tick the boxex and use the “send” button



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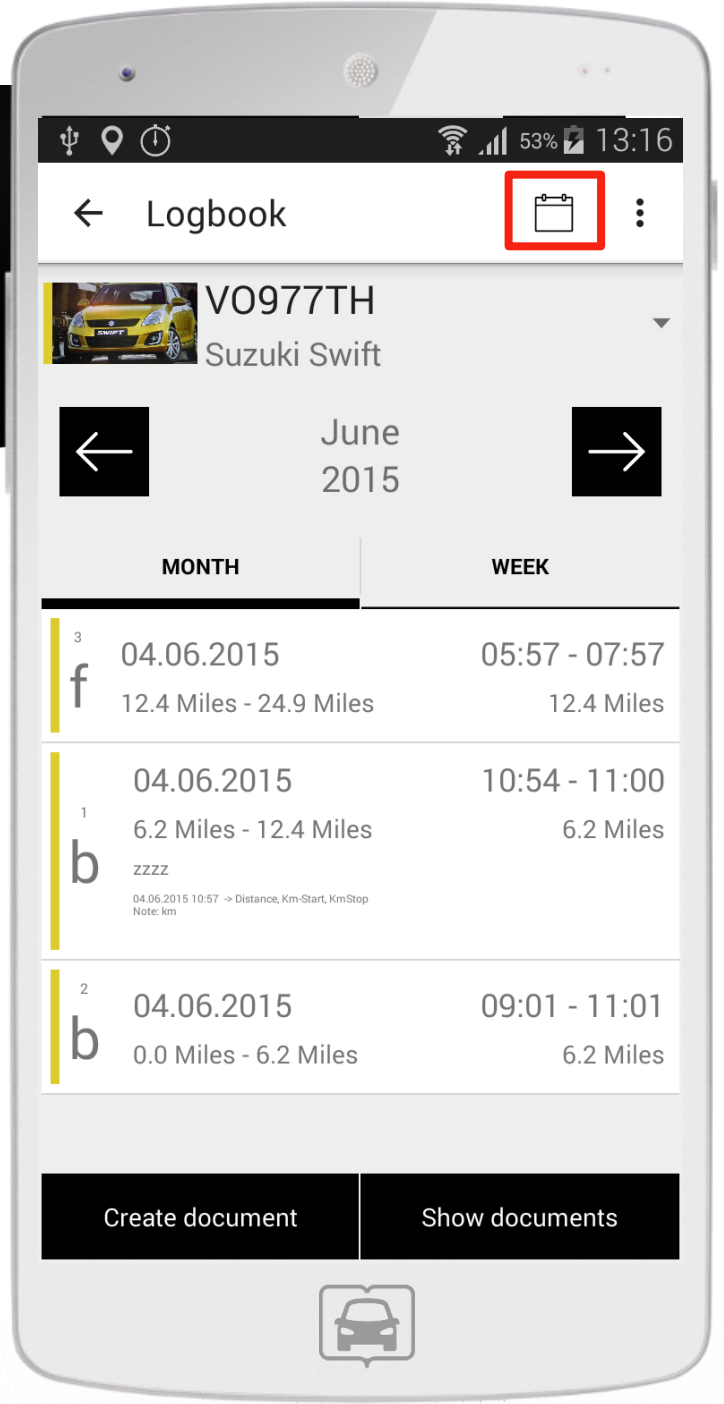
2.5 Calendar view

- To change to the calendar view, select the first icon above.
- In the calendar view all logbook entries are displayed.
- In addition, you can also add a manual entry by touching on an empty area. Note, however, that this is only possible within 24 hours. This restriction is necessary in order to ensure security against forgery.
- For more information about the calendar go to pages 39-47



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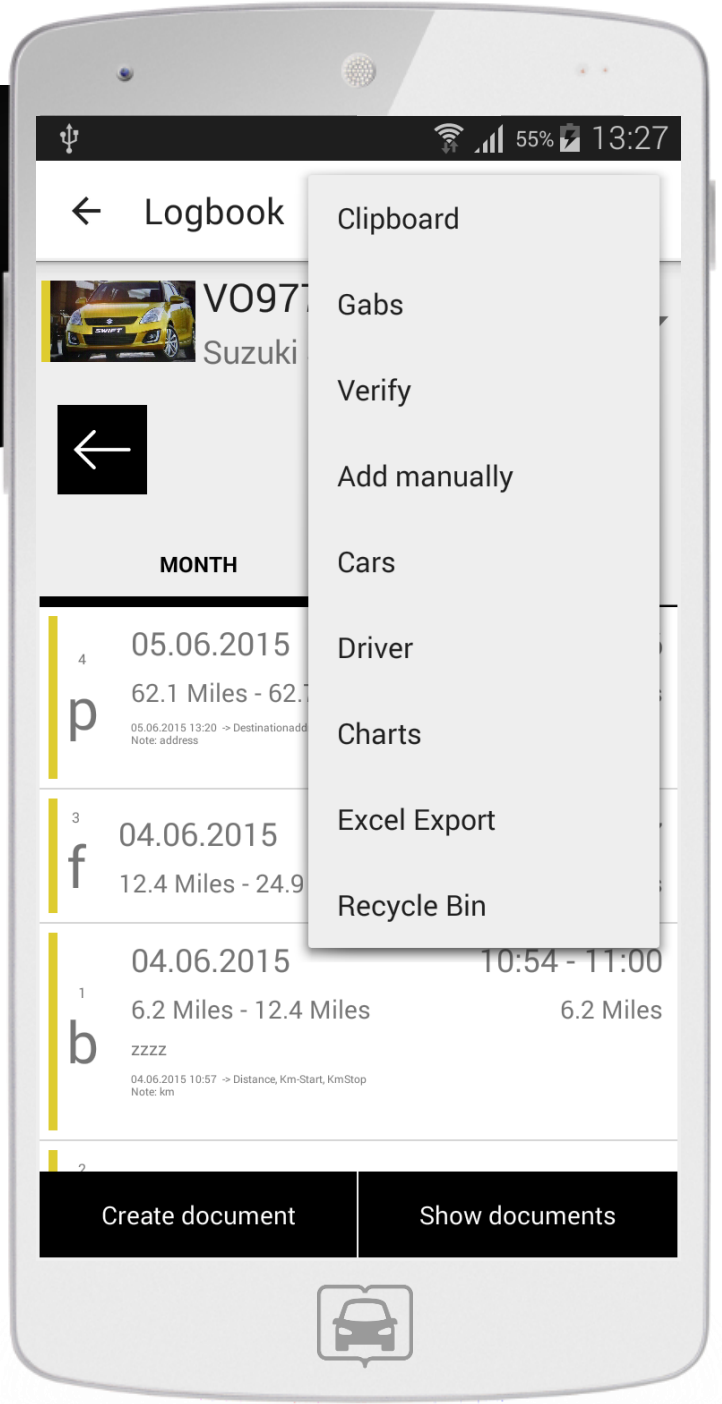

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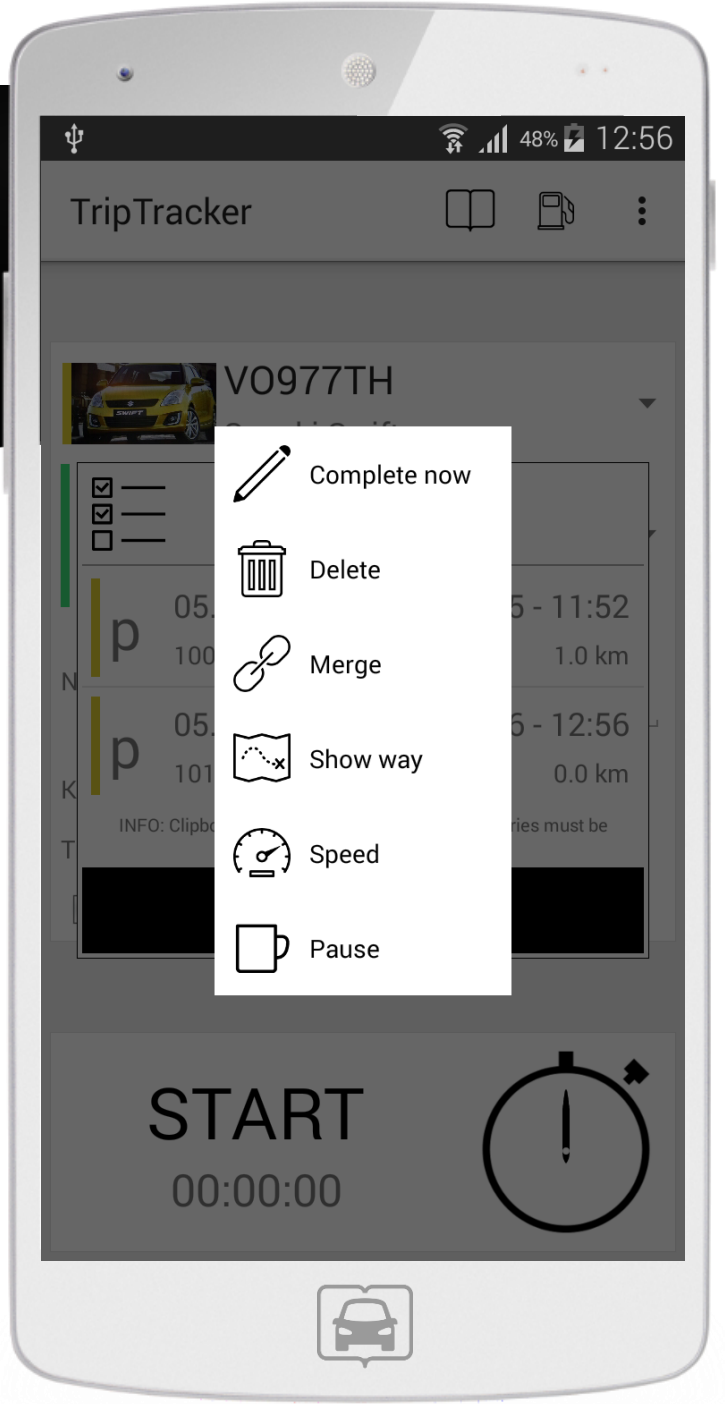
2.6.1 Clipboard

- Open the menu and select "Clipboard“
- The clipboard contains all unfinished logbook entries. This include:
  - Entries that are created with the widget
  - Entries that are created with Bluetooth or the OBDII adapter
  - And unfinished logbook entries you saved to the clipboard.
- You can finish the entries within 24 hours. This restriction is necessary in order to ensure security against forgery.
- By touching on an entry you can finish or delete it. Your entry is then stored in the logbook or in the recycle bin
- Touch on an entry and choose “**Merge**” to link two or more entries.



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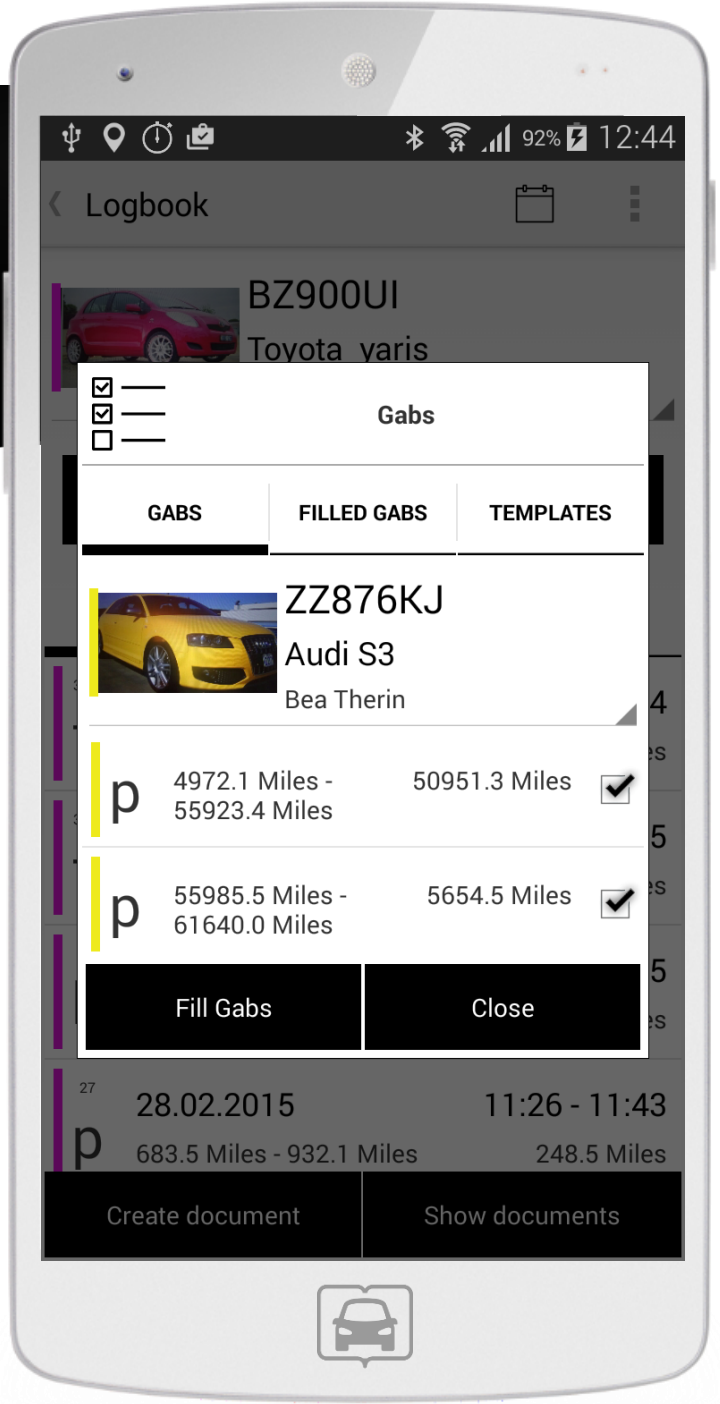
2.6.2 Gaps

- Open the menu and select "gaps“
- This function allows you to fill the gaps between odometer readings automatically. These gaps are then stored as individual logbook entries.
- In order to fill the gaps tick the box and then use the button “fill gaps”
- Under "filled gaps" you can delete or edit the gaps again. Touch a gap and select “delete” or “show”. Deleted gaps appear again in the tab "gaps“.
- Note that logbook entries that are created with the help of the gap function are not displayed in the calendar and are provided in PDF with a call sign.



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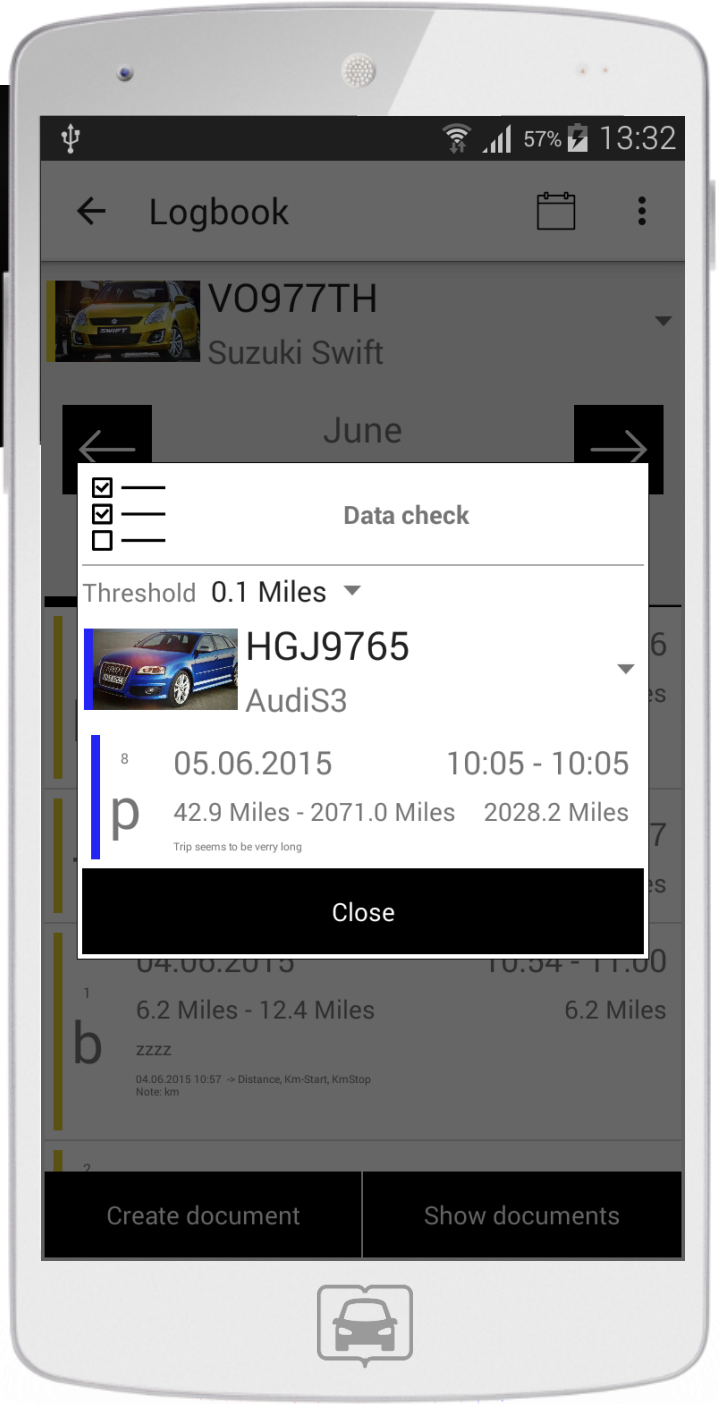
2.6.3 Verify

- Open the menu and select " verify “
- This function allows you to perform an accurate , seamless logbook detect errors .
  - For example temporal overlaps, gaps , deviations from the mileage etc.



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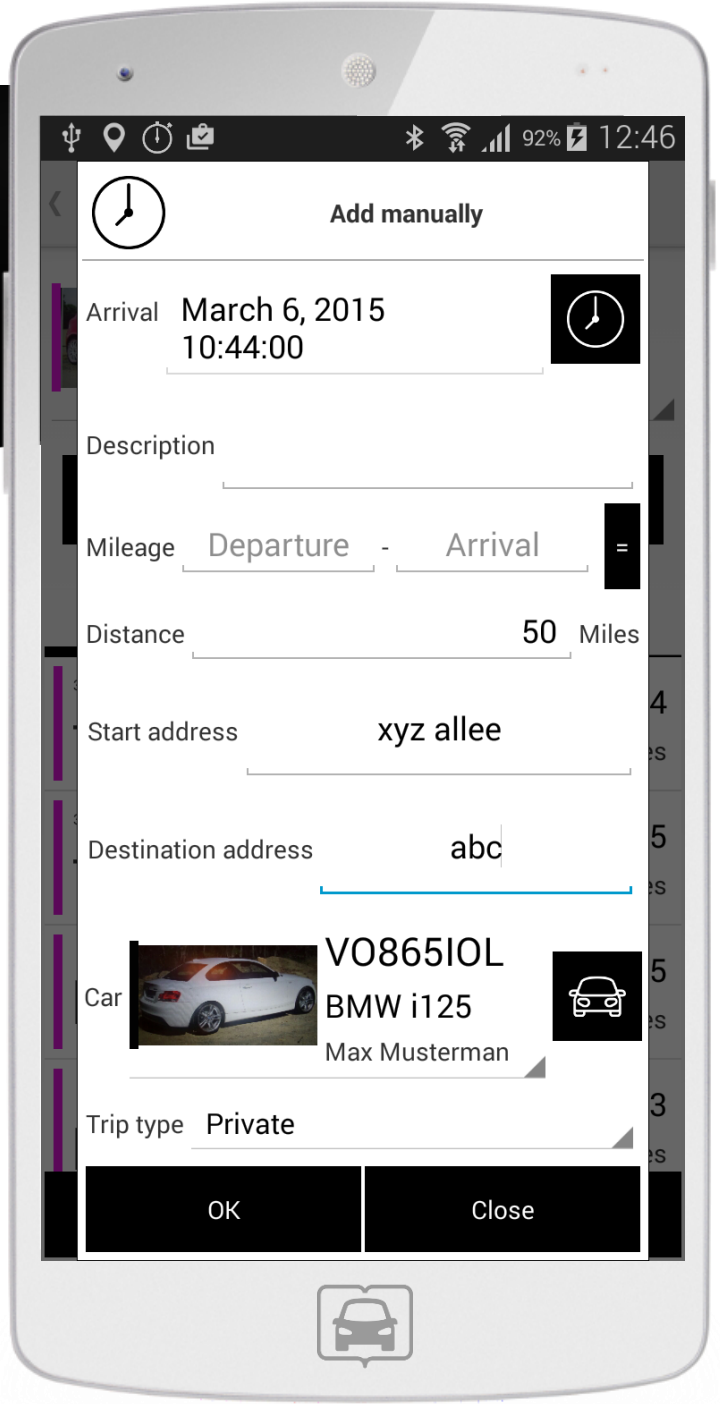
2.6.4 Add manually

- Open the menu and select “add manually“
- Here you have the possibility to create manual logbook entries. The entries can be dated up to 1 hour before and up to 24 hours behind. This restriction is necessary in order to ensure security against forgery.
- If you create manual logbook entries that go beyond the 24 hours these entries are provided with a call sign.



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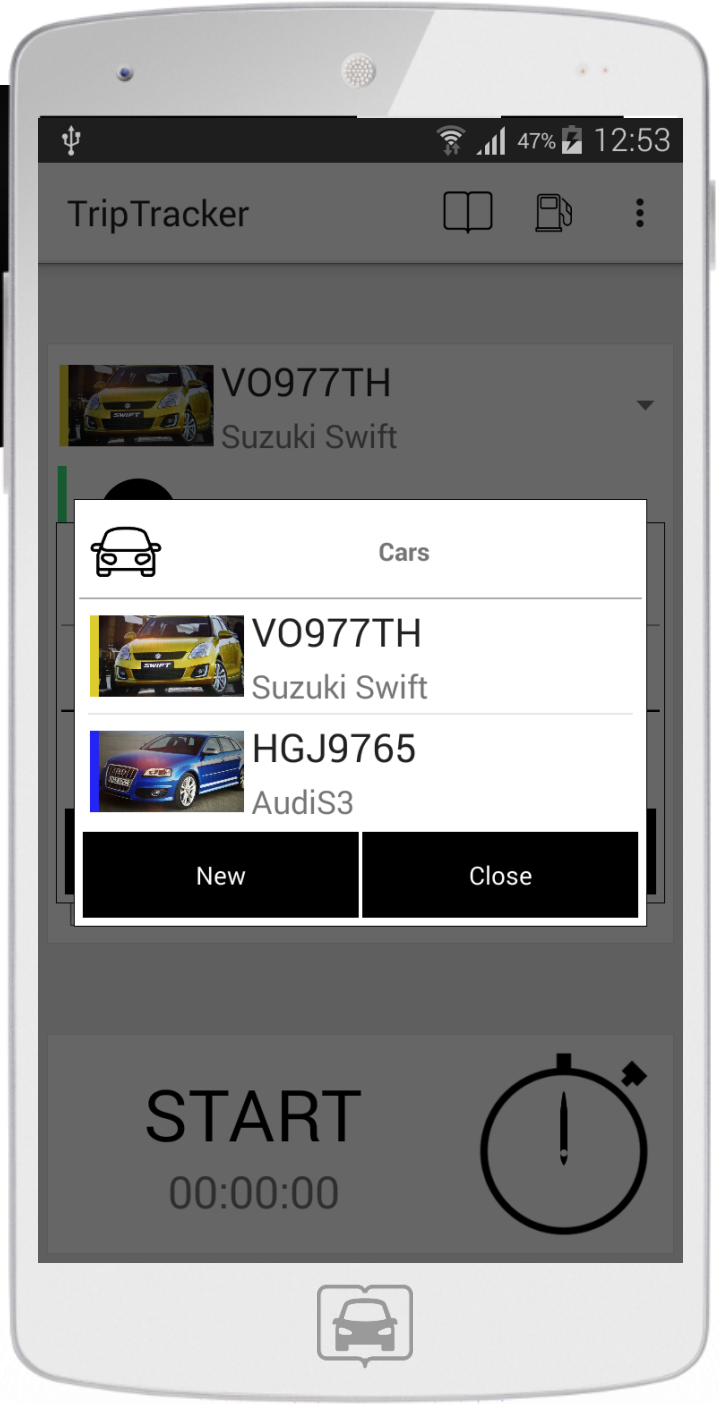
2.6.5 Cars

- Open the menu and select "cars“
- The menu item "Cars" gives you an overview of your car pool.
- Touch on a car to edit, delete it or to view information. Information are displayed regarding traveled mileages, total costs and costs per mileage.
- Use the “new” button to add new cars



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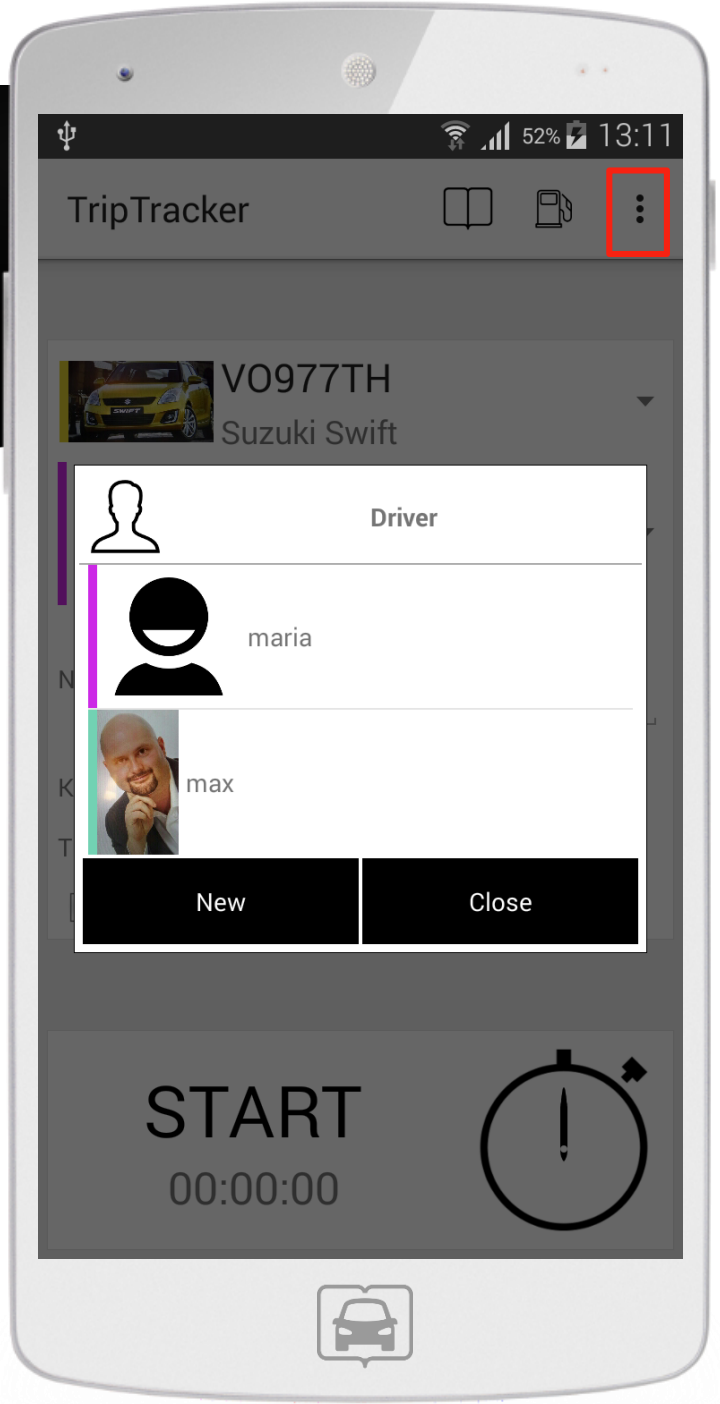
2.6.6 Driver

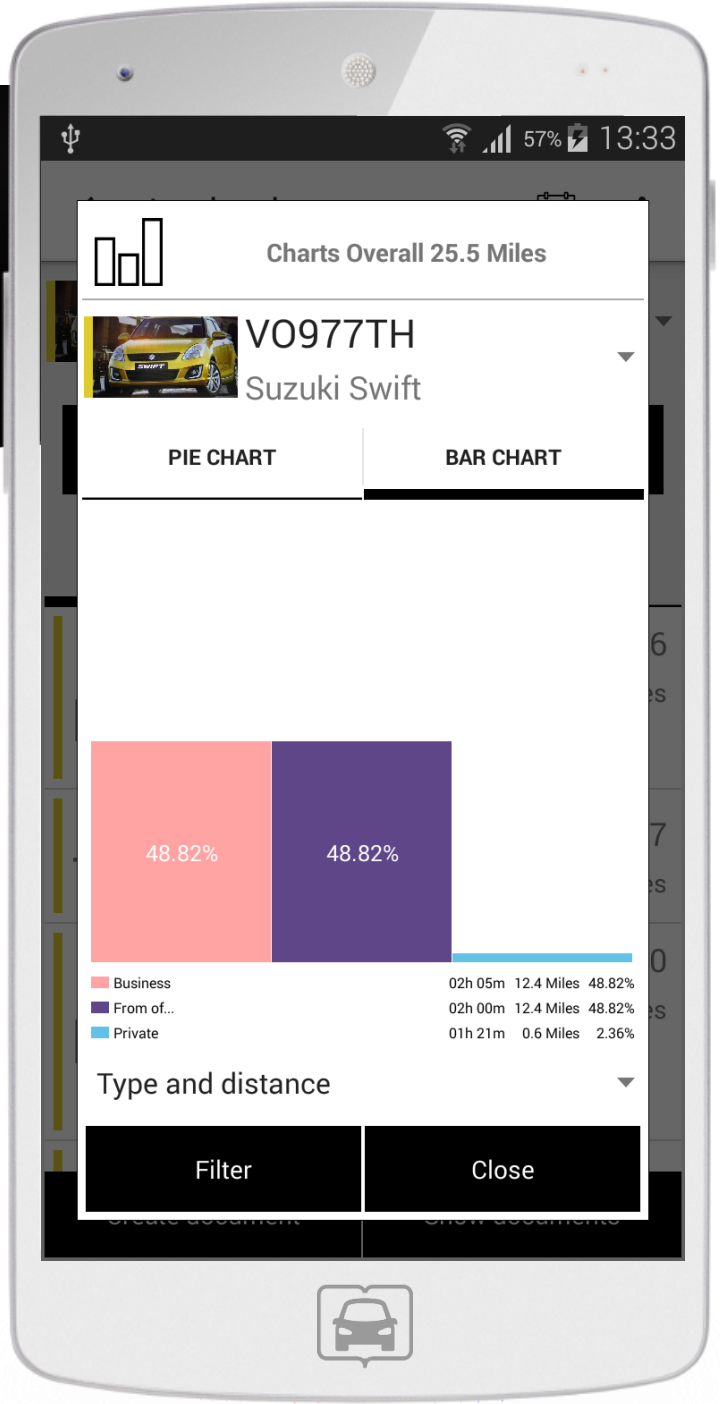
- Open the menu and select " Driver "
- The menu item " drivers " gives you an overview of motorists
- Touch on a driver in the list to edit or delete these .
- Use the "New" button to add new drivers



© Stefan Zankl

2.6.7 Charts

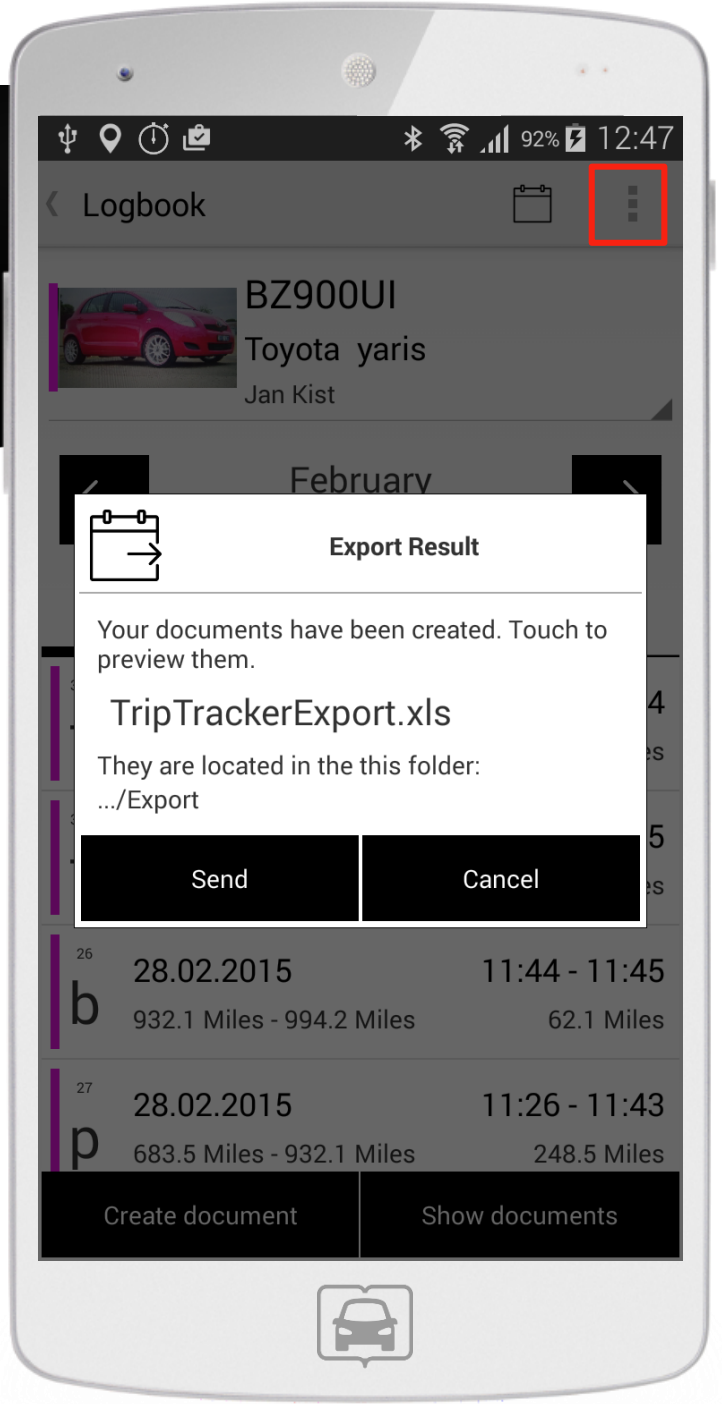
- Open the menu and select "Charts“
- You can display logbook entries in bar and pie charts
- The graphs show you miles and hours
- The pie chart is also displayed in the PDF to quickly recognize how much percent you made private and business trips.



© Source Castle

2.6.8 Excel export

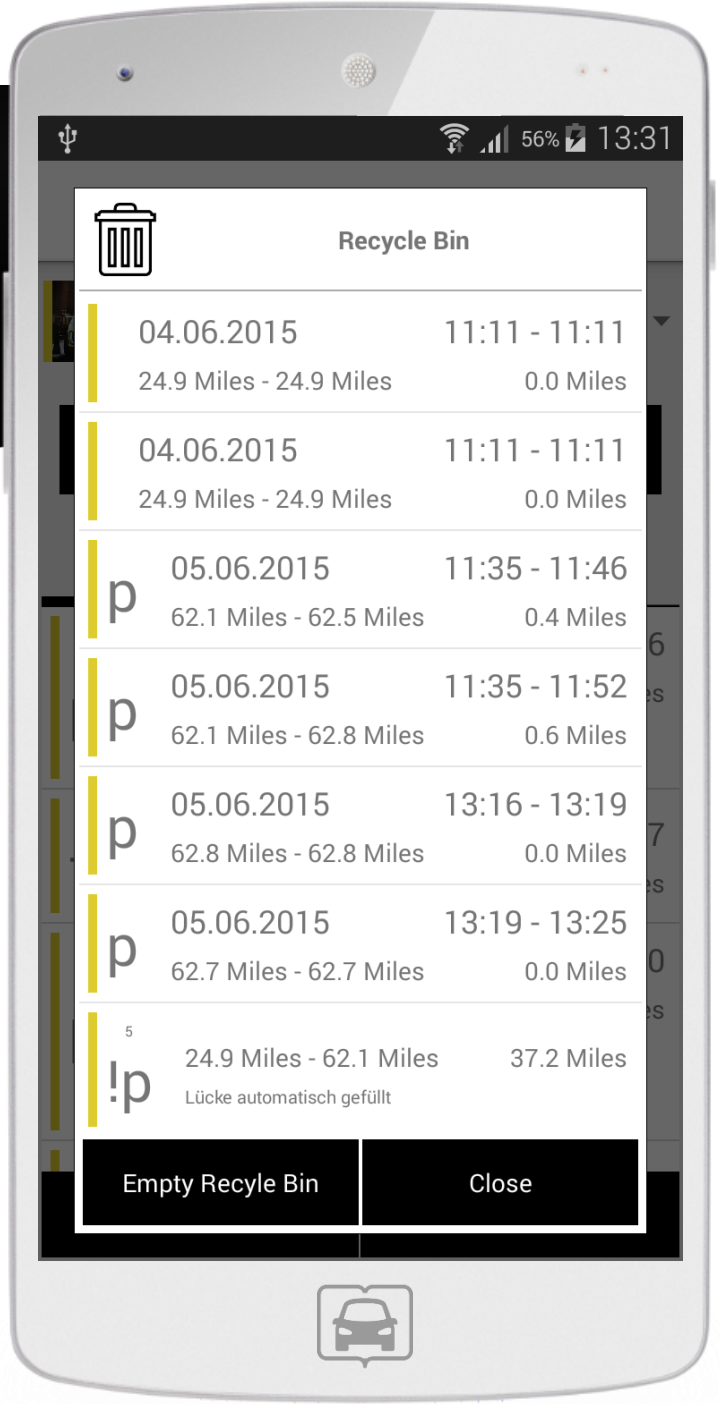
- Open the menu and select "Excel export“
- The menu excel export allows you to export the logbook entries for weeks or months in Excel. After that you can edit the entries in excel.
- **Note**, however, that many authorities do not recognize logbooks in excel format and that in the free version the entries are limited to five. By upgrading to the Pro version, you can create complete logbooks.



© Source Castle

2.6.9 Recycle bin

- Open the menu and select “recycle bin“
- All deleted logbook entries are displayed here.
- By touching on an item it can be restored or deleted
- "Empty recycle bin" allows you to delete all entries forever


56% 13:31
Recycle Bin
04.06.2015 11:11 - 11:11
24.9 Miles - 24.9 Miles 0.0 Miles
04.06.2015 11:11 - 11:11
24.9 Miles - 24.9 Miles 0.0 Miles
p 05.06.2015 11:35 - 11:46
62.1 Miles - 62.5 Miles 0.4 Miles
p 05.06.2015 11:35 - 11:52
62.1 Miles - 62.8 Miles 0.6 Miles
p 05.06.2015 13:16 - 13:19
62.8 Miles - 62.8 Miles 0.0 Miles
p 05.06.2015 13:19 - 13:25
62.7 Miles - 62.7 Miles 0.0 Miles
5
!p 24.9 Miles - 62.1 Miles 37.2 Miles
Lücke automatisch gefüllt
Empty Recyle Bin
Close

© Source Castle

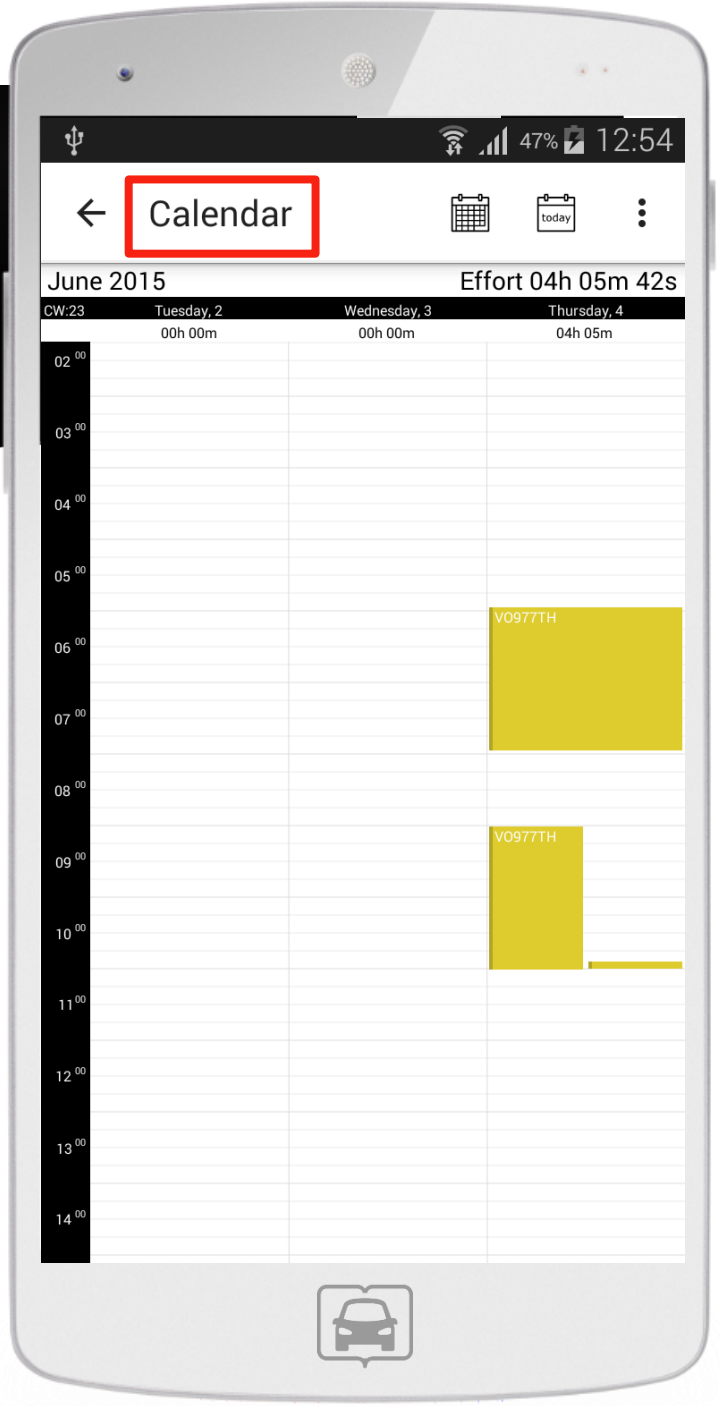
III. CALENDAR

3.1 Main features 40

3.2 Month-view 41

3.3 Menu 42

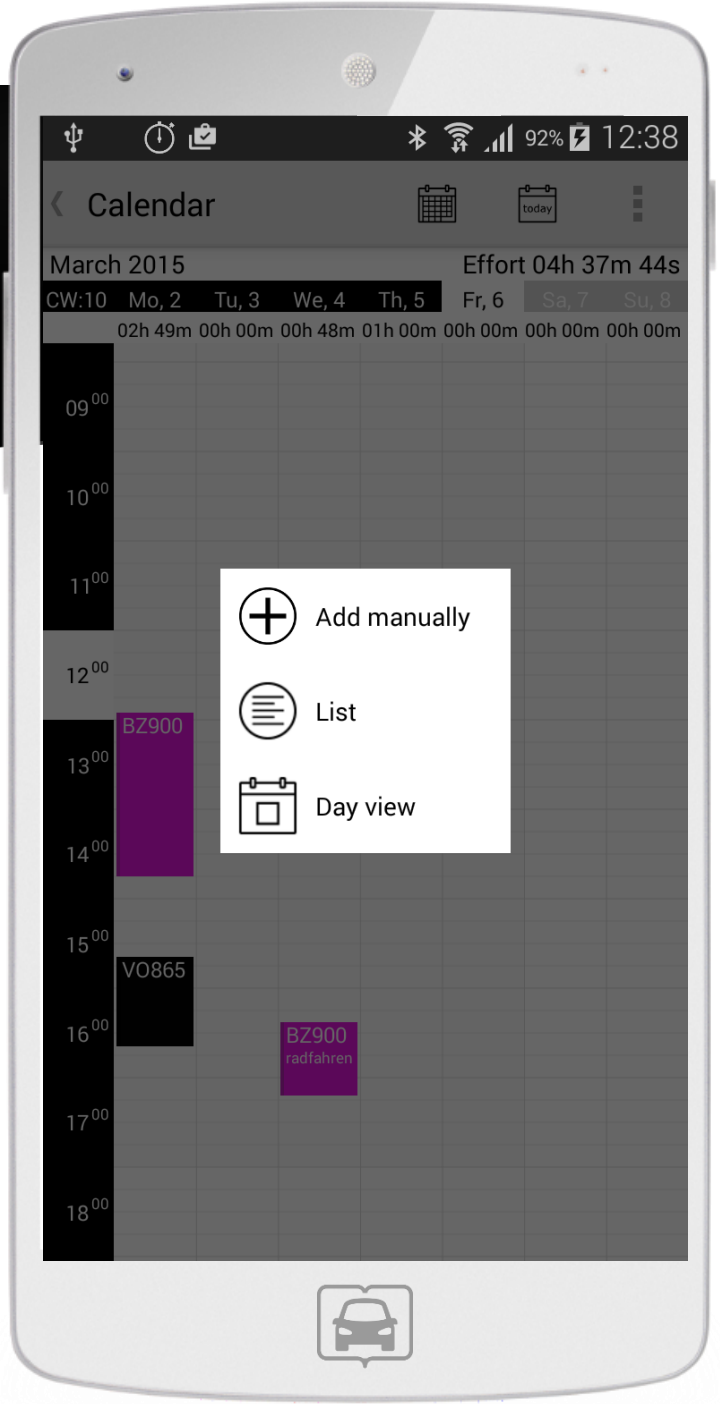
To change to the calendar view, open the menu and select "calendar" OR go to the logbook and select the Calendar icon.



© Source Castle

3.1 Main features

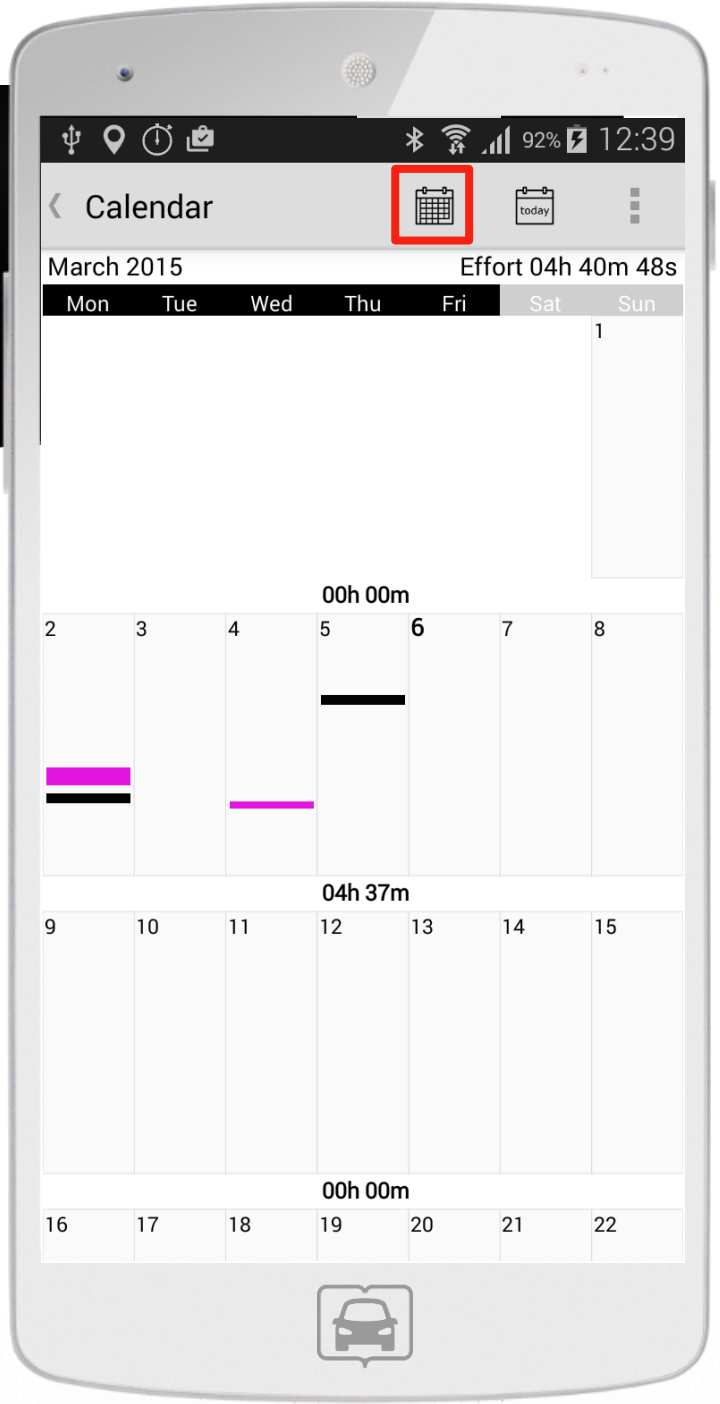
- The calendar displays all logbook entries graphically in order to get a better view
- If you “swipe" in the calendar to the left or to the right you scroll back and forth
- Touch on an entry to open the context menu 1
- Touch on an empty field in the calendar to open context menu 2 (picture at the right)
- At the top you can see how many hours you have already spent
- Use the "today" button in the top bar to display the current day



© Source Castle

3.2 Month view

- to open the month view, use the first icon at the top
- press this button again and you will return to the week-view
- the month view shows the total number of weekly and monthly hours
- Touch on a day in the month view to open the context menu: add manually an entry, show list of this day or go to day view.



© Source Castle

3.3 Menu

3.3.1 Days 43

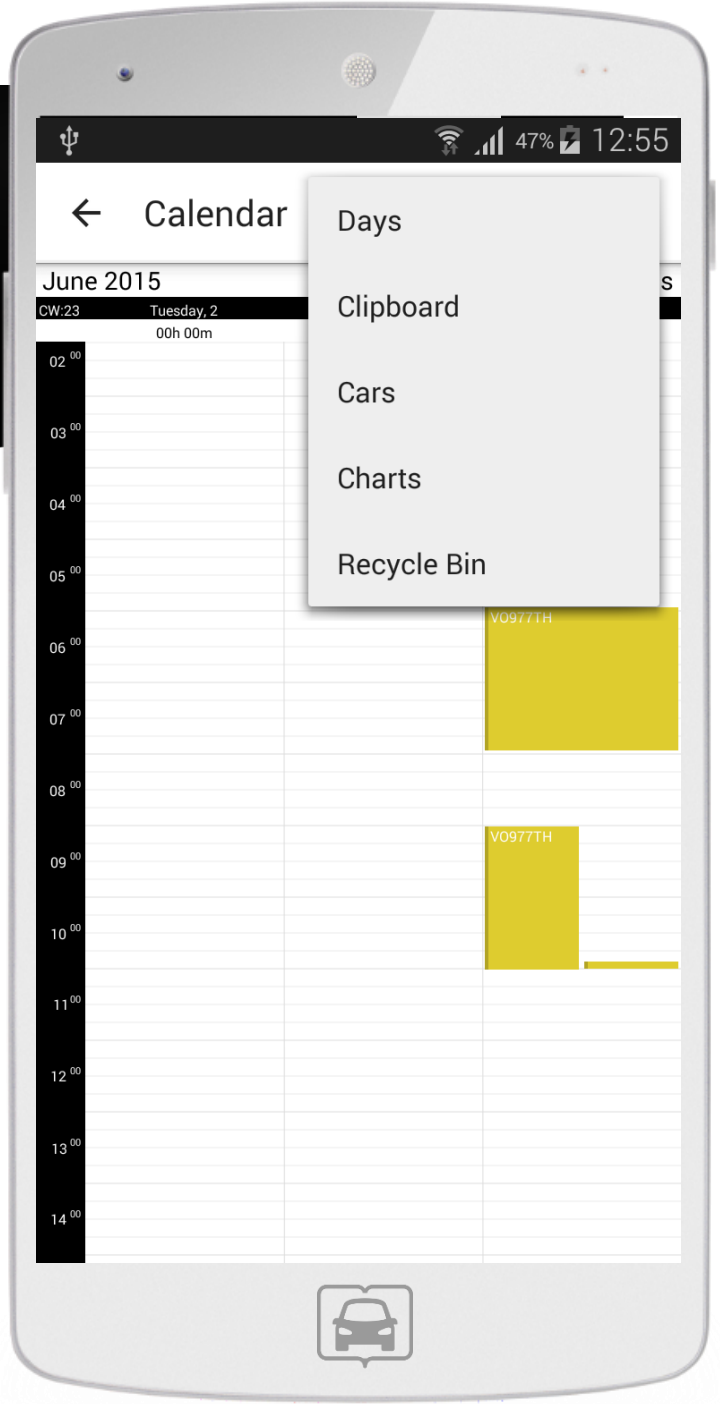
3.3.2 Clipboard 44

3.3.3 Cars 45

3.3.4 Charts 46

3.3.5 Recycle bin 47

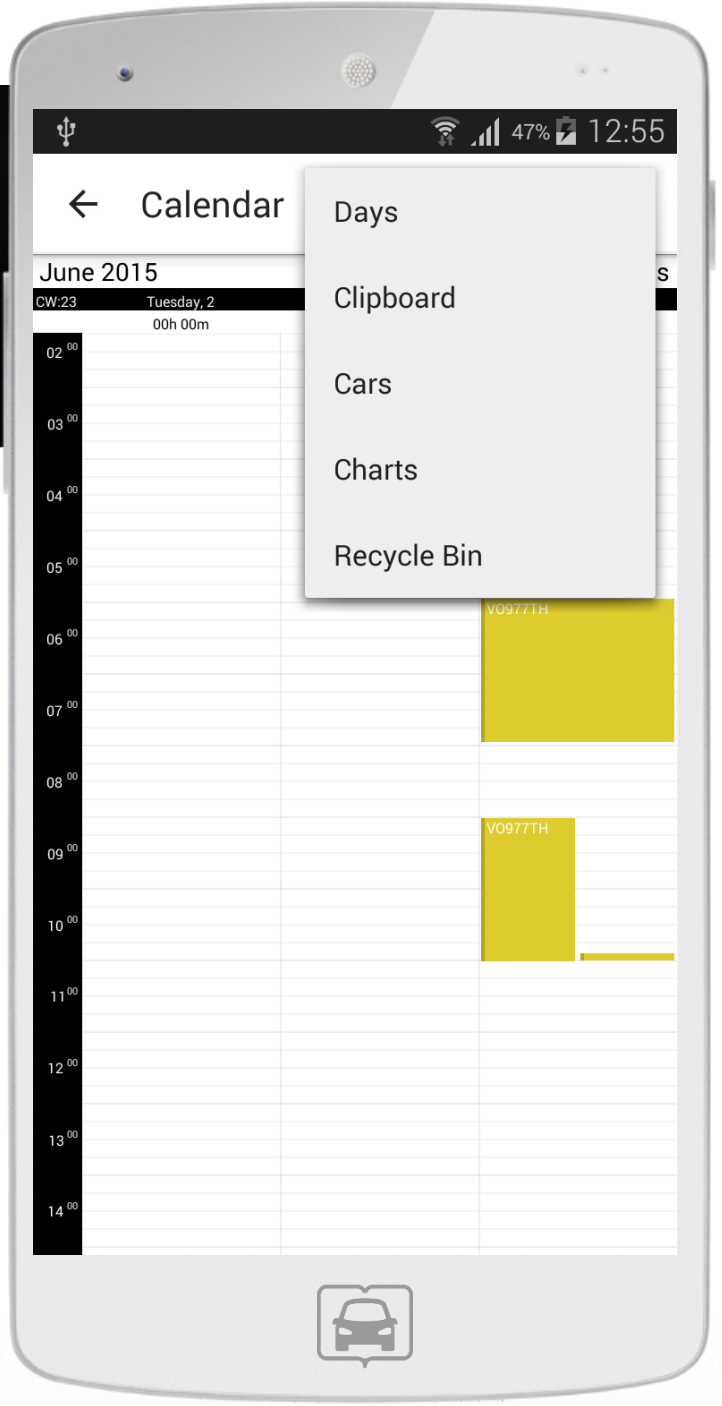
To open the Calendar menu, use the three points the menu button of your smartphone. This is usually located to the left or right of the "home" button under the screen.



© Source Castle

3.3.1 Days

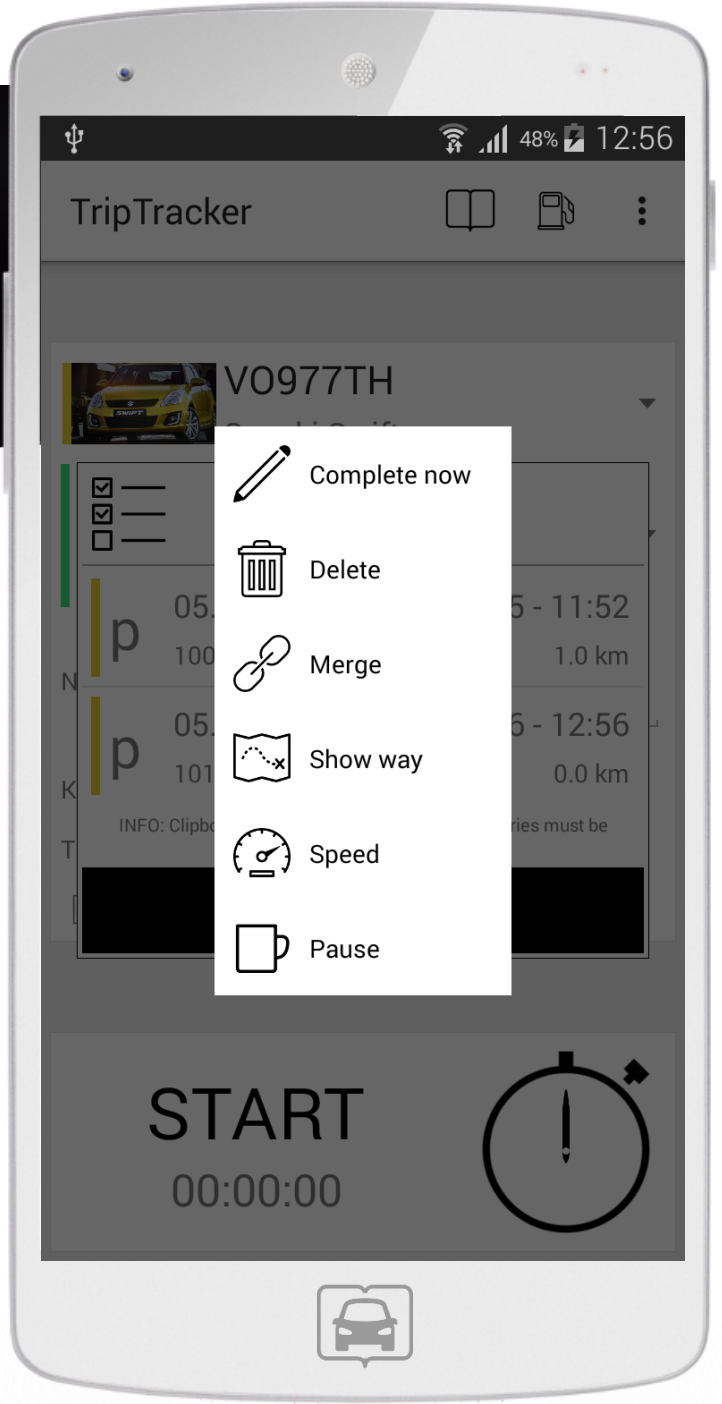
- Open the menu and select "Days“
- Depending on how many days already displayed in the calendar the view changes
- If the calendar shows one day and you use this button, the calendar will show you three days. Do you use it again there will be displayed five days, then seven days and then one day again.



© Source Castle

3.3.2 Clipboard

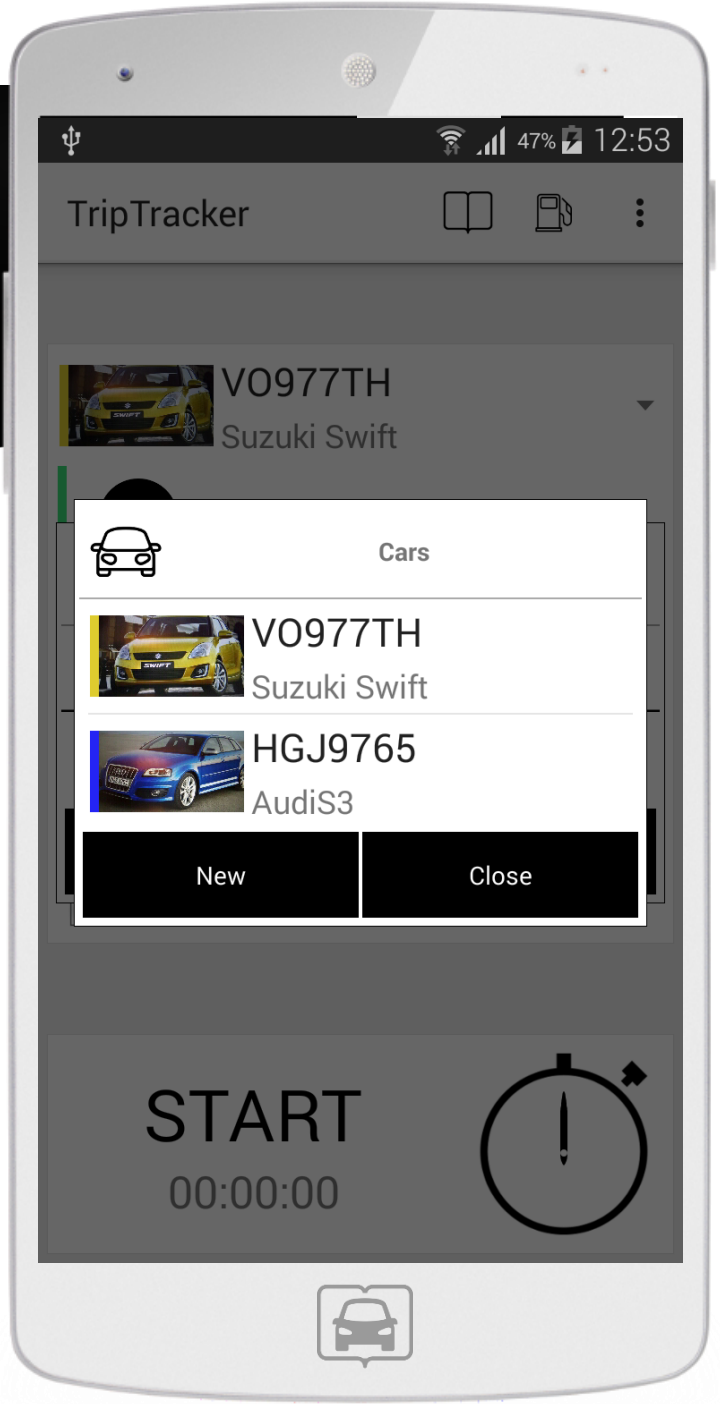
- Open the menu and select "Clipboard“
- The clipboard contains all unfinished logbook entries. This include:
  - Entries that are created with the widget
  - Entries that are created with Bluetooth or the OBDII adapter
  - And unfinished logbook entries you saved to the clipboard.
- You can finish the entries within 24 hours. This restriction is necessary in order to ensure security against forgery.
- By touching on an entry you can finish or delete it. Your entry is then stored in the logbook or in the recycle bin
- Touch on an entry and choose “**Merge**” to link two or more entries.



© Source Castle

3.3.3 Cars

- Open the menu and select "cars“
- The menu item "Cars" gives you an overview of your car pool.
- Touch on a car to edit, delete it or to view information. Information are displayed regarding traveled mileages, total costs and costs per mileage.
- Use the “new” button to add new cars

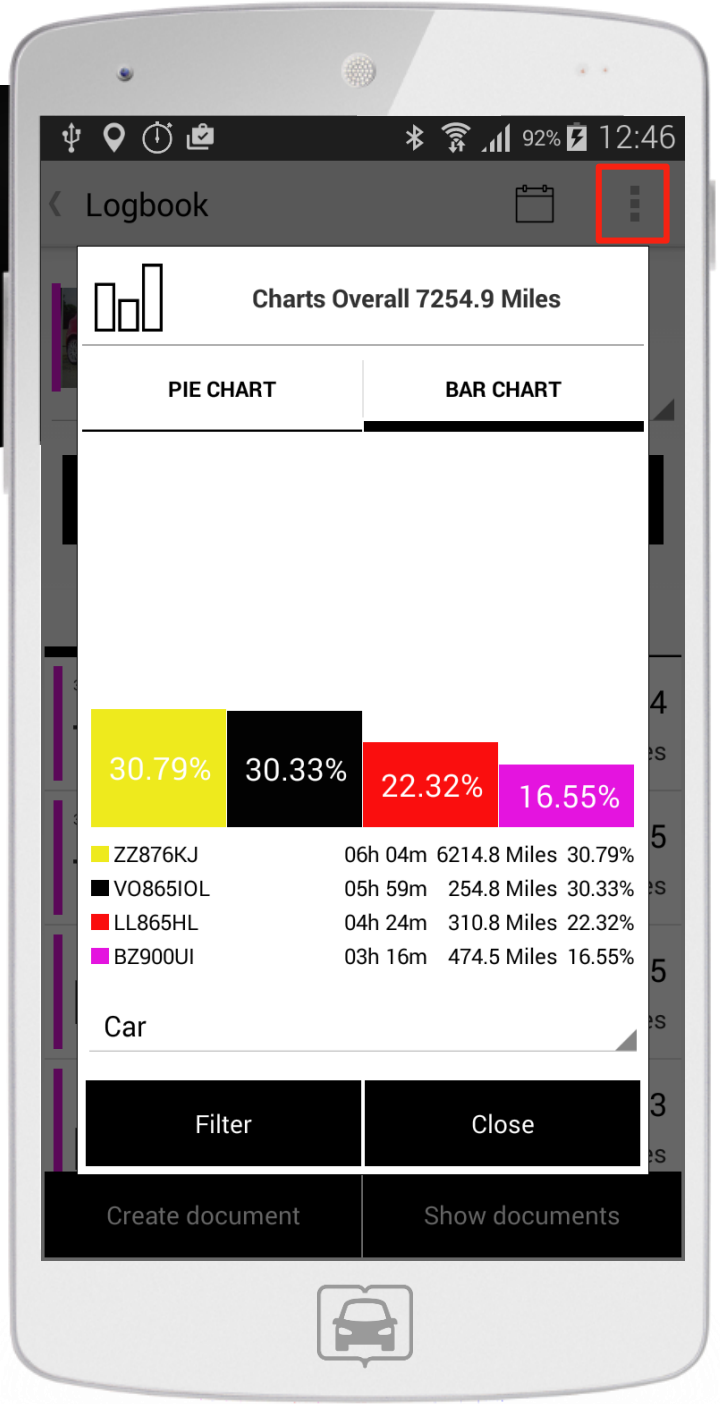


© Source Castle

3.3.4 Charts

- Open the menu and select "Charts“
- You can display logbook entries in bar and pie charts
- The graphs show you miles and hours
- The pie chart is also displayed in the PDF to quickly recognize how much percent you made private and business trips.

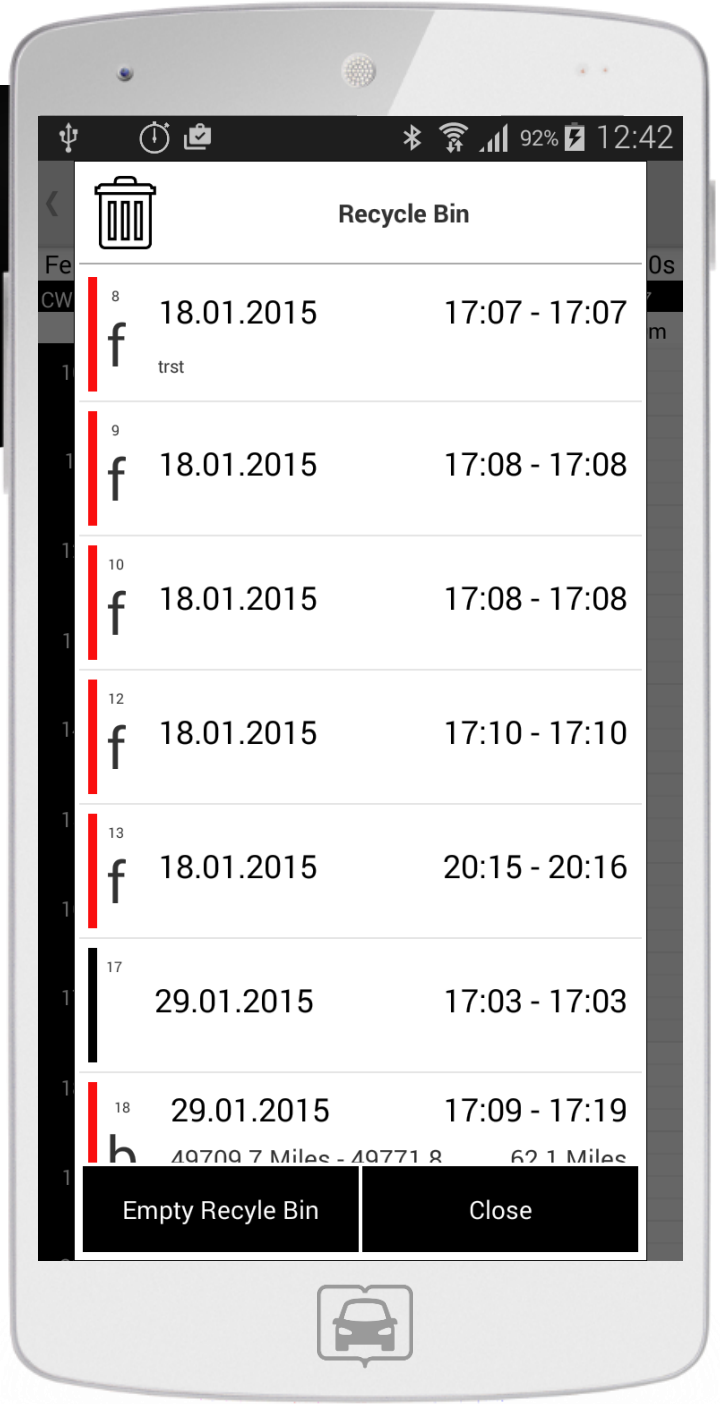
Recycle bin



© Source Castle

3.3.5 Recycle bin

- Open the menu and select “recycle bin“
- All deleted logbook entries are displayed here.
- By touching on an item it can be restored or deleted
- "Empty recycle bin" allows you to delete all entries forever



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IV. GAS LOG

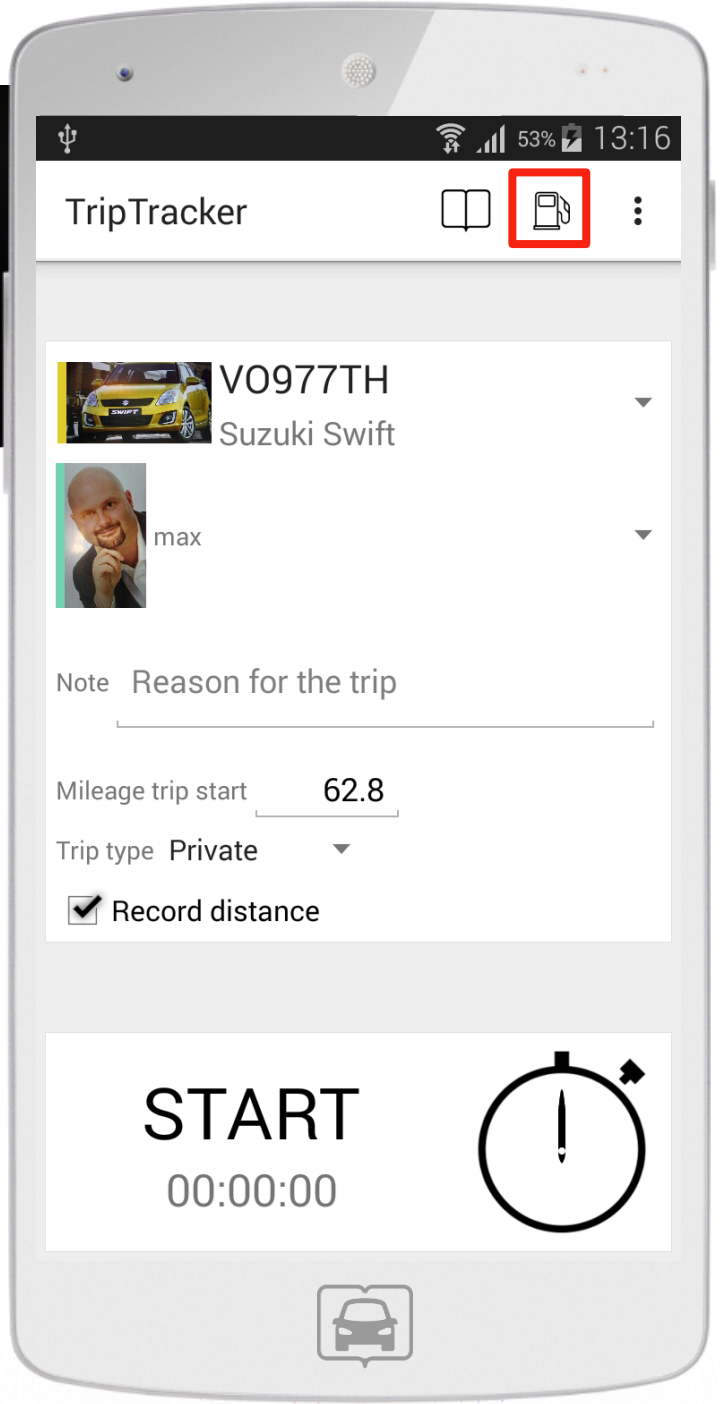
4.1Cost overview 49

4.2 New refuel 56

4.3 New car expenses 59

4.4 Menu 62

to open the gas log, use the tank icon at the top.
The Gas Log allows you to manage all vehicle costs.



© Source Castle

4.1 Cost overview

4.1.1 Refuel entry 50

4.1.2 Other car expenses 51

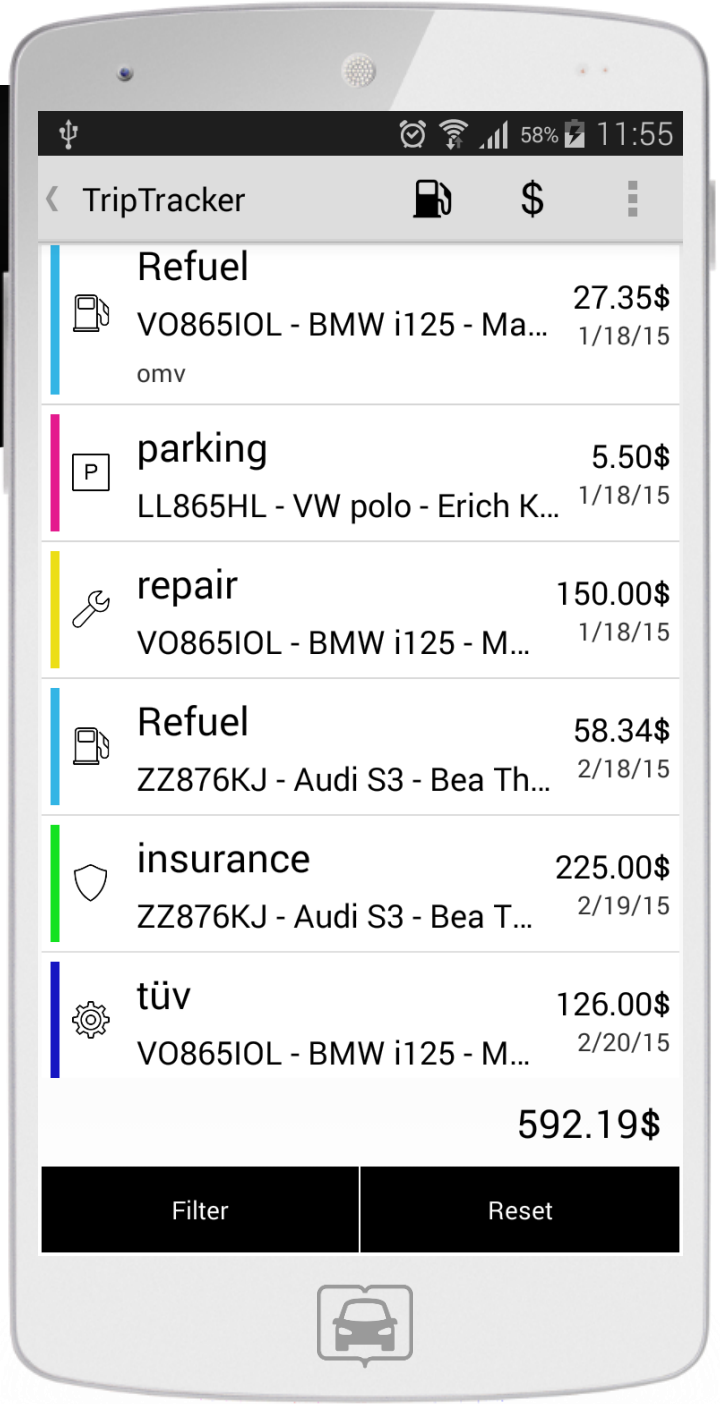
4.1.3 Filter 52

4.1.3.1 date 53

4.1.3.2 categories 54

4.1.3.3 cars 55

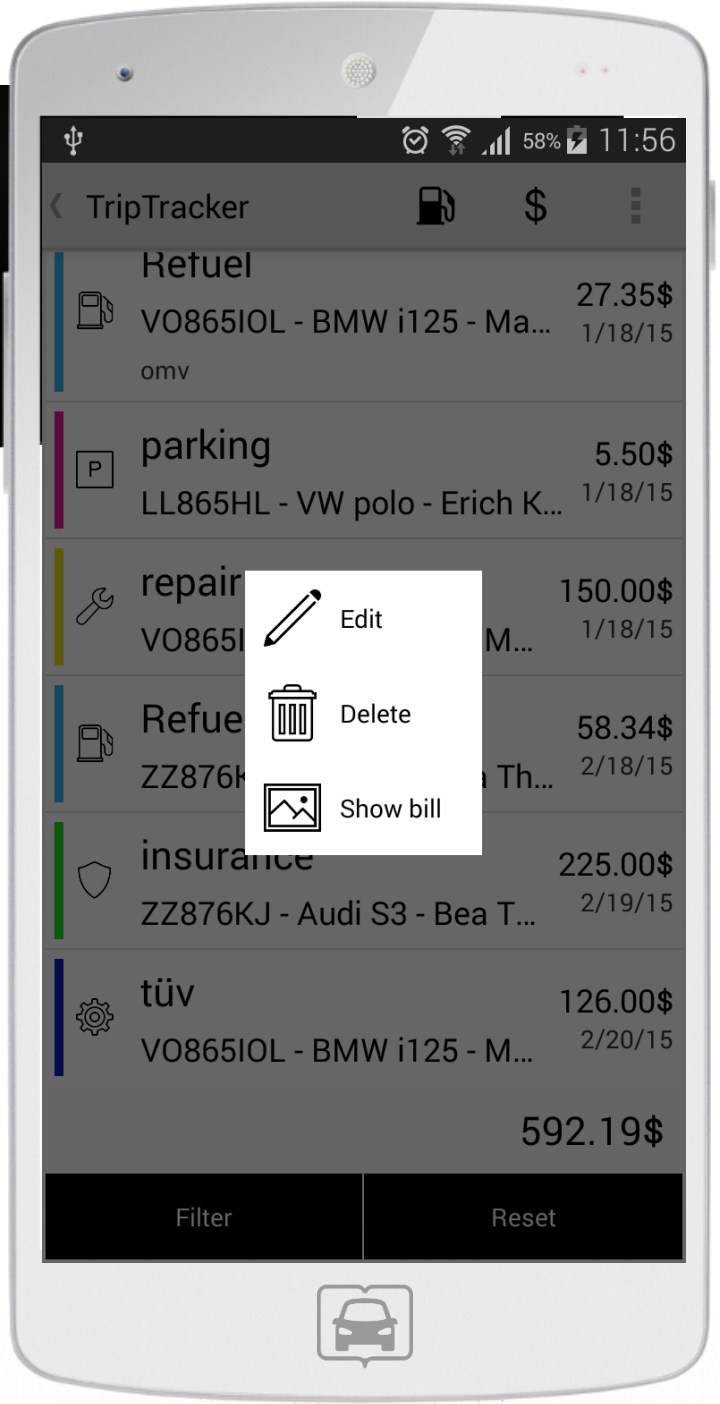
The cost overview contains all tank expenditure and other costs that are incurred for vehicles.



© Source Castle

4.1.1 Refuel entry

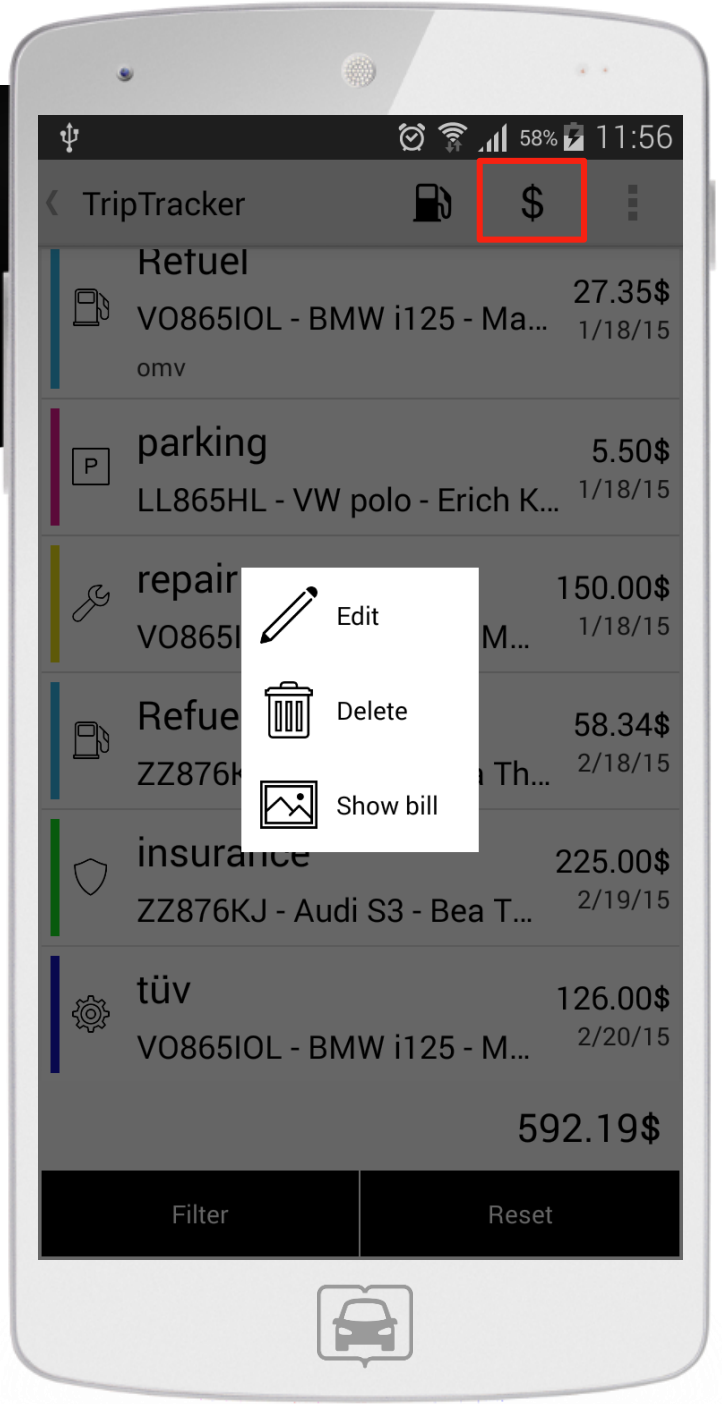
- To create a new refuel entry, use the black “refuel symbol" above.
- By touching a refuel entry in the list, you can edit, delete it or have a look at the picture



© Source Castle

4.1.2 Other car expenses

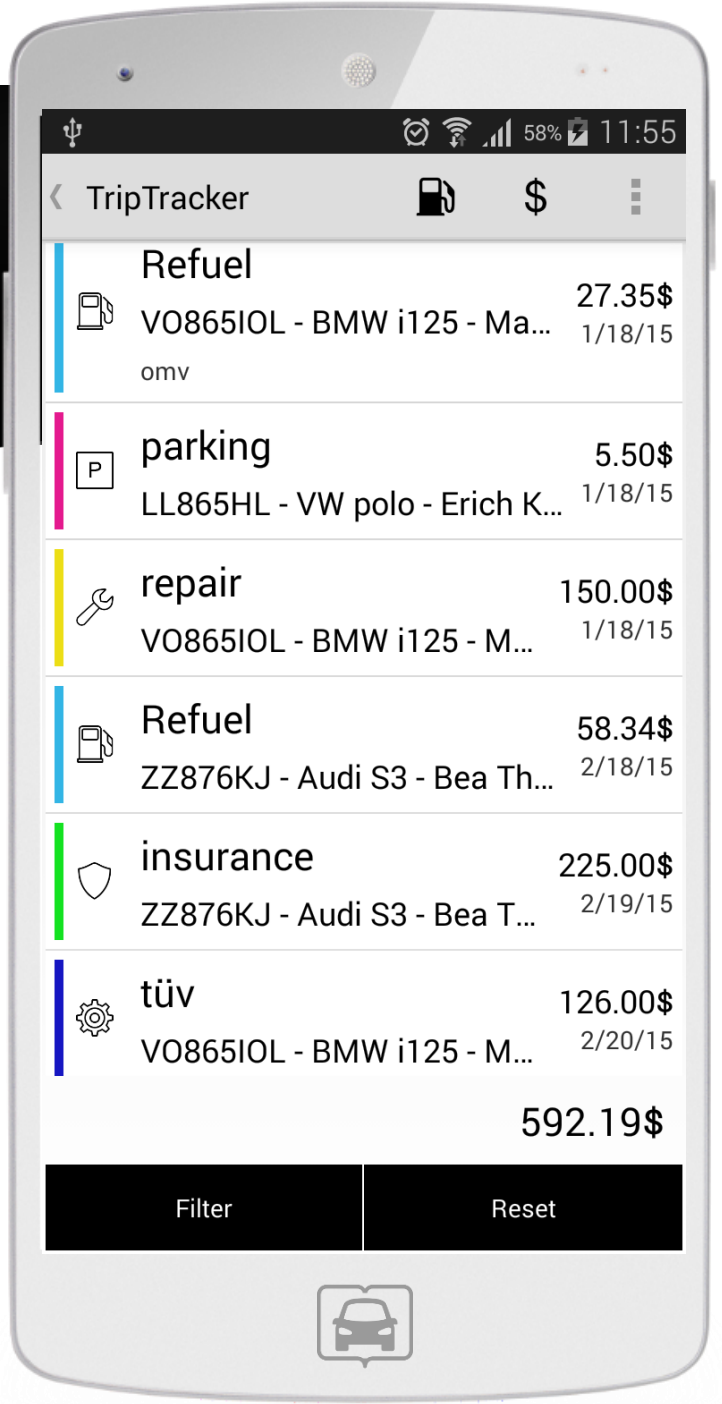
- The cost overview lists not only all tank items but also any other vehicle costs.
- To add a new cost entry use the black "dollar-symbol" above.
- Through touching a cost entry you can edit, delete it or have a look at the picture.



© Source Castle

4.I.3 Filter

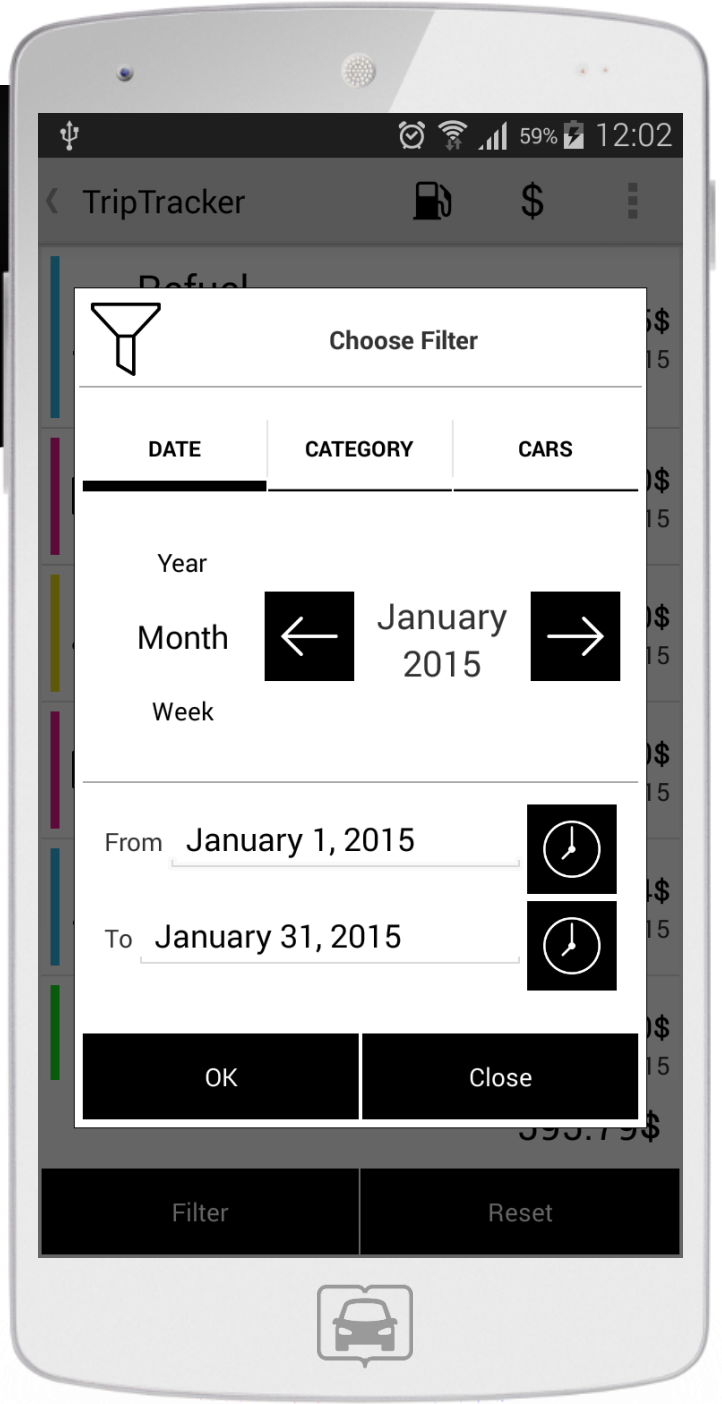
- The cost overview allows you to filter the accounts
- Use the "filter button" on the bottom left to filter cost entries
- To reset the filter again use the button "Reset" at the bottom right



© Source Castle

4.1.3.1 Filter to date

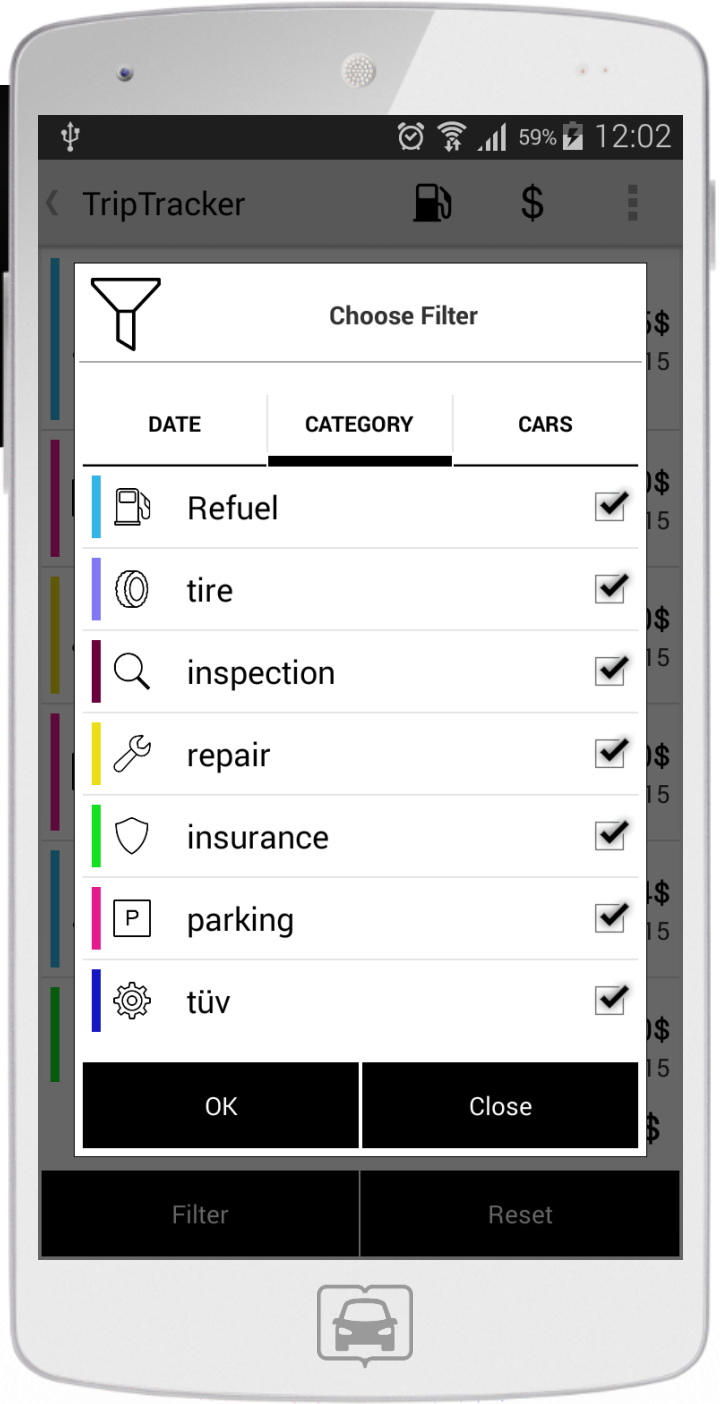
- With "date" you can search for
  - Yearly
  - Monthly
  - Weekly cost entries
- If you want to filter also by categories or cars, go to "category" and "cars" and confirm your selection with OK.
- To reset the filter, use the button "Reset" at the bottom right



© Source Castle

4.1.3.2 Filter to categories

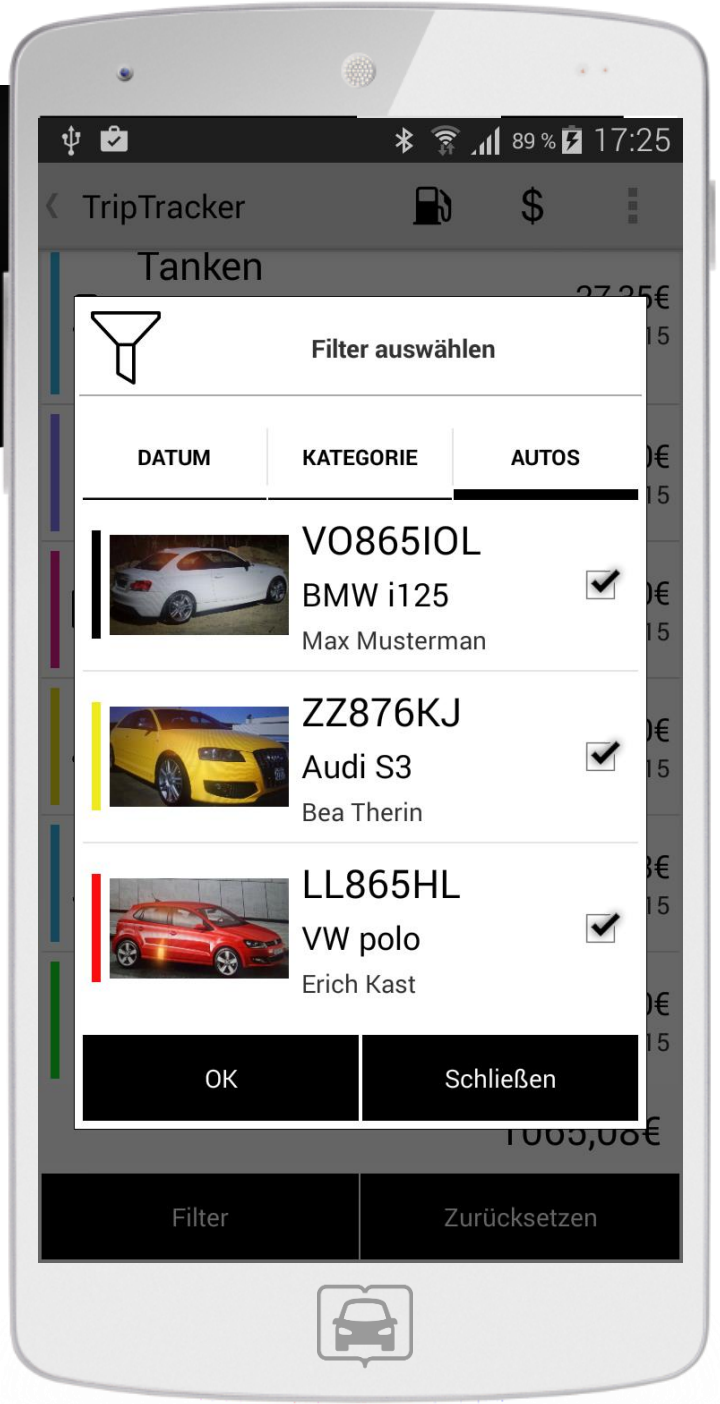
- With “category" you can filter cost entries by categories
- By default, all categories are selected. If you want to do not display a category, remove the check mark in the box
- If you want to filter also by date or cars, go to “date" and "cars" and confirm your selection with OK.
- To reset the filter, use the button "Reset" at the bottom right



© Source Castle

4.1.3.3 Filter to cars

- With “cars" you can filter cost entries by vehicles
- By default, all cars are selected. If you want to not display a car remove the check mark in the box
- If you want to filter also by date or category, go to “date" and “category" and confirm your selection with OK.
- To reset the filter, use the button "Reset" at the bottom right



© Source Castle

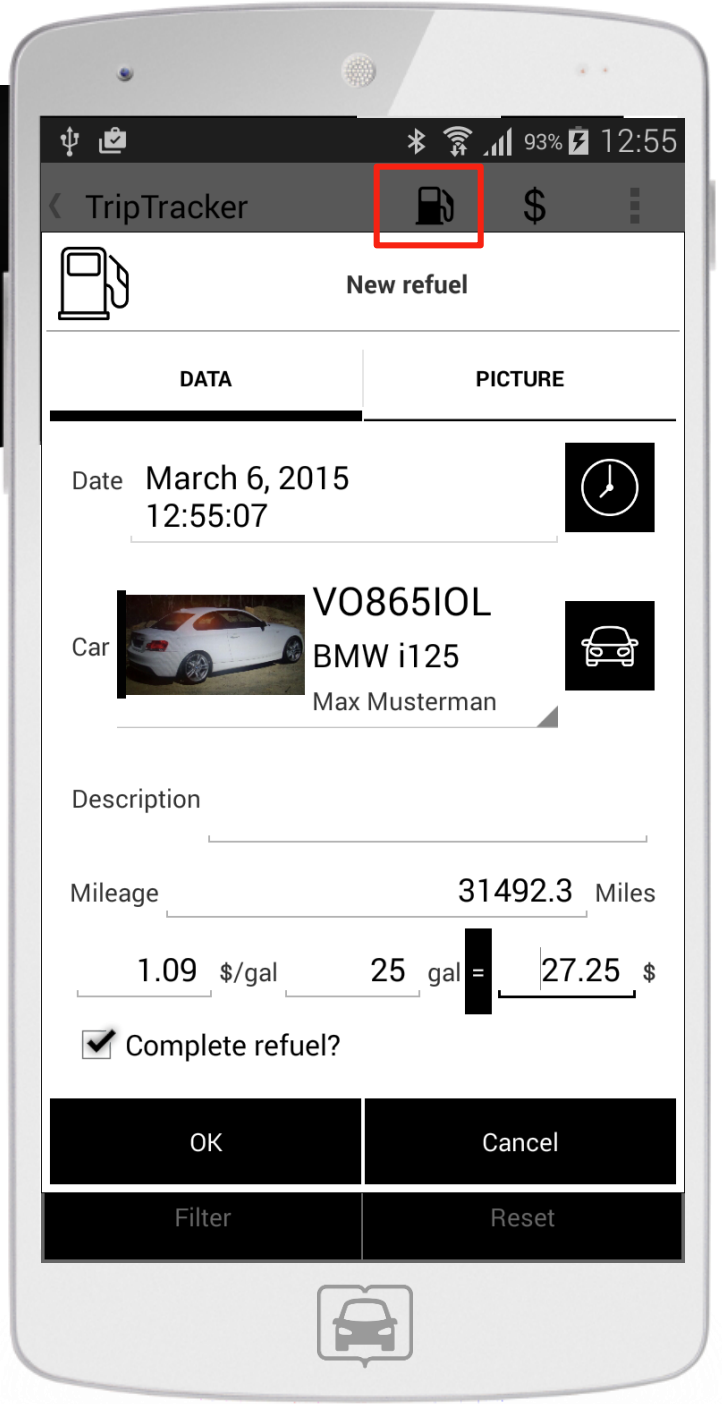
4.2 New refuel

4.2.1 Data – refuel 53

4.2.2 Picture – Refuel 54

To create a new entry use the black “refuel symbol" above

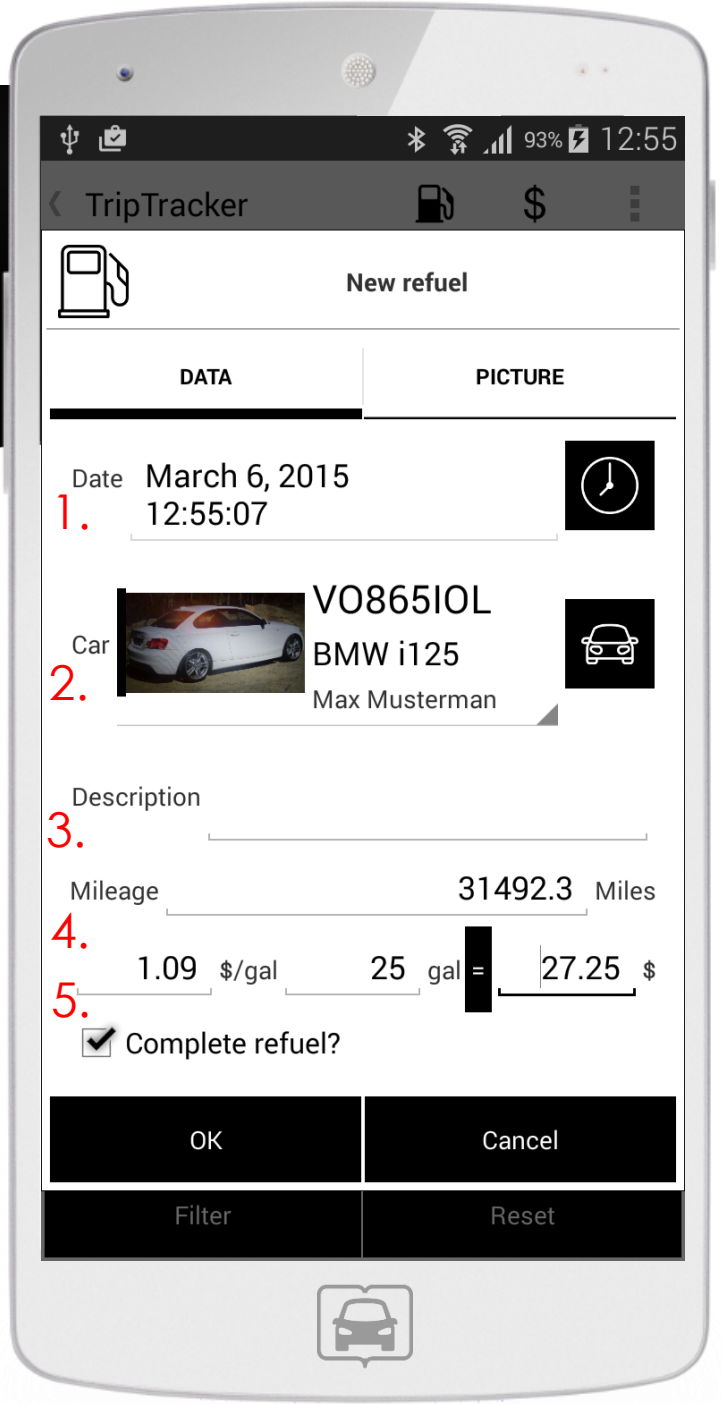
Through a touch to an already existing refuel entry in the list, you can edit or delete it



© Source Castle

4.2.1 Data - refuel

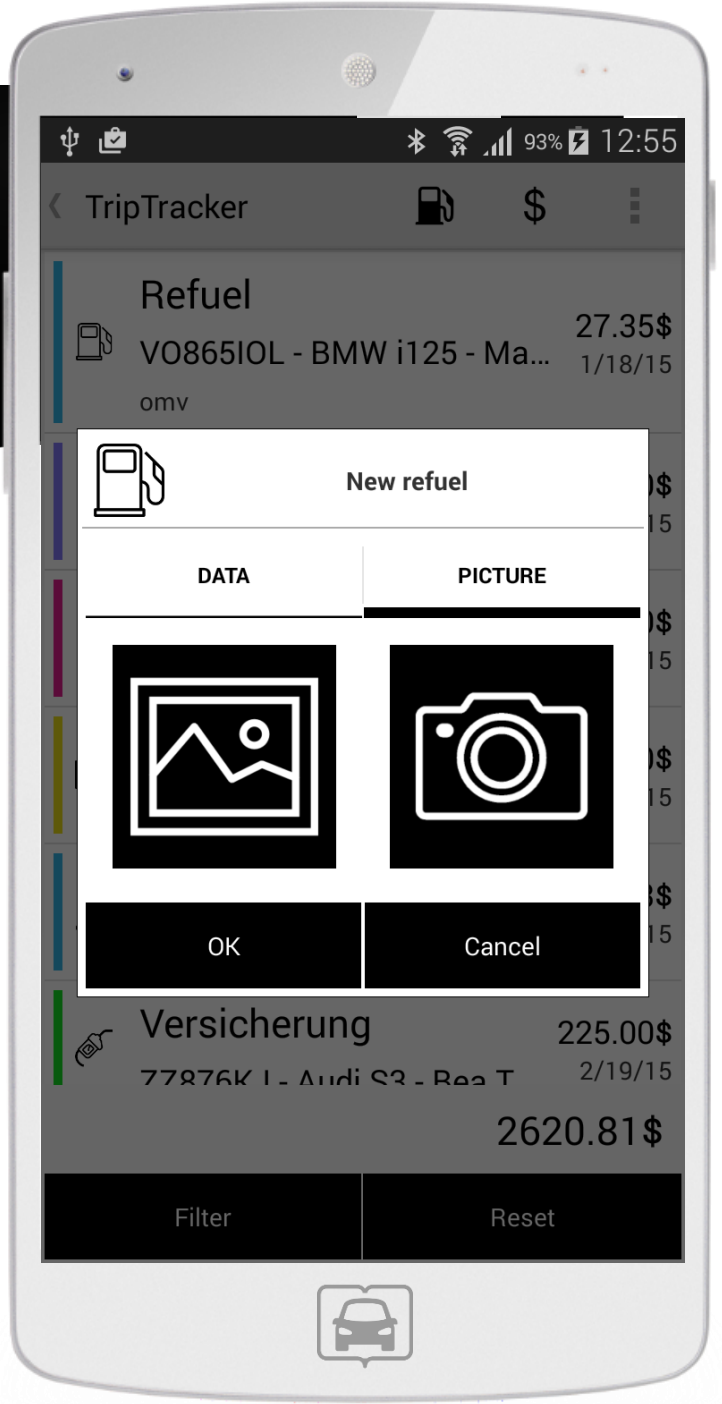
- In the "Data" tab, you can
  1. Select **date** and **time**
  2. assign a **vehicle** to the the tank entry vehicle (by touching on the “car" icon, you can create a new vehicle or edit existing ones)
  3. add a **description** to your tank entry if you want eg on which gas station you have refueled
  4. fill in **mileage**
  5. fill in the following fields:
     - **$ / l** = how much is a liter?
     - **l** = how many liters do you tank?
     - by touchin on = the total amount will be calculated



© Source Castle

4.2.2 Picture - refuel

- In the tab "Picture" you can add a photo to your tank entry eg of the bill
- You can delete the picture with the red X
- After confirming the tank entry with OK, it is displayed in the list
- Touch it to edit or delete it or to have a look and send the picture



© Source Castle

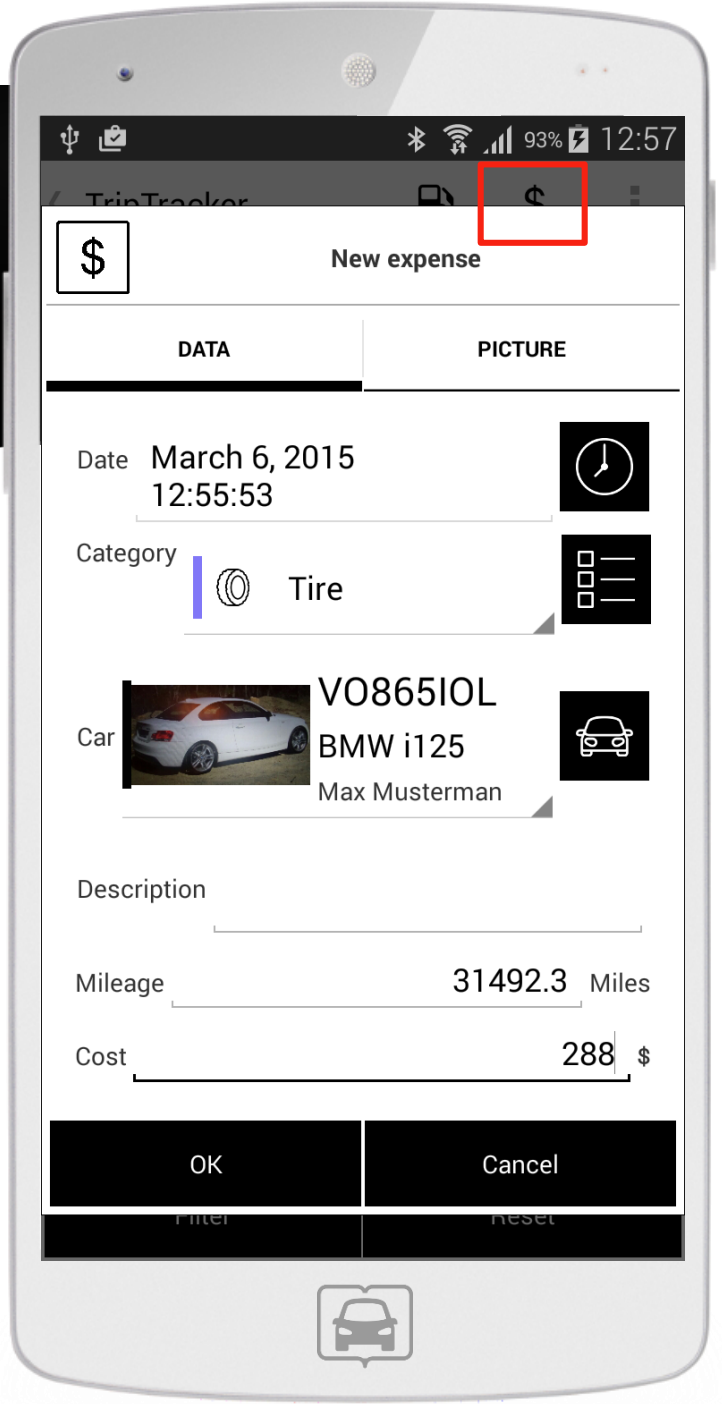
4.3 New car expenses

4.3.1 Data – car expenses 56

4.3.2 Picture – car expenses 57

To create a new car expense use the black “dollar symbol" above

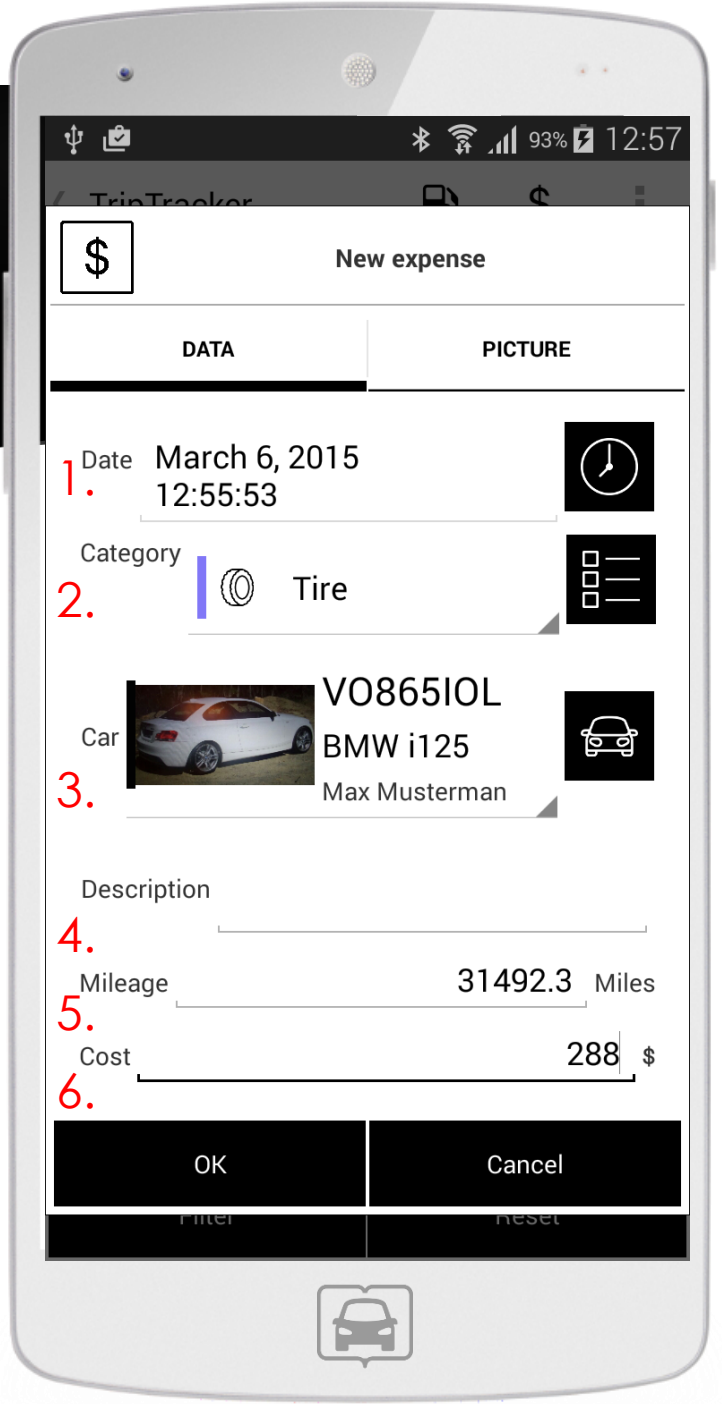
Through a touch to an already existing car expense entry in the list, you can edit or delete it



© Source Castle

4.3.1 Data – car expenses

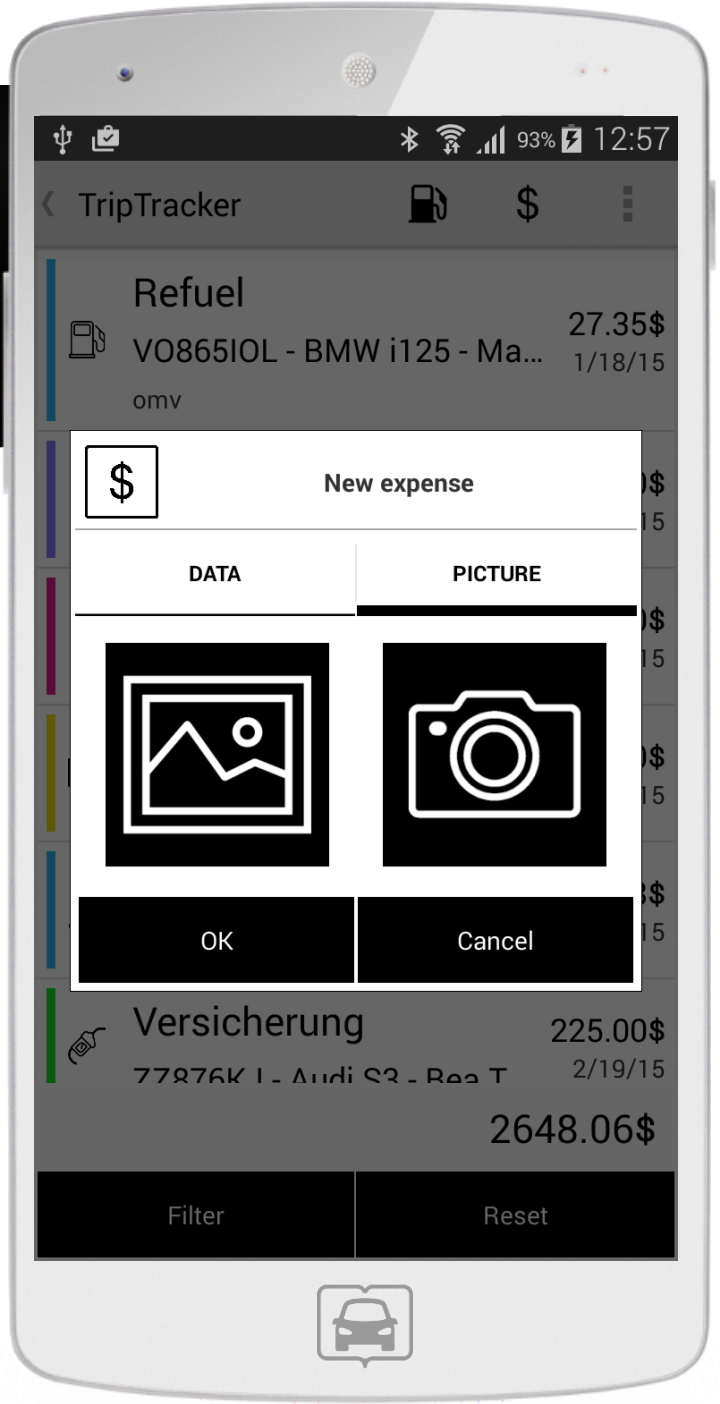
- Im Register „Daten“ können Sie
  1. select **date** and **time**
  2. select a **category of costs** or by touching on the list icon you can create new categories or edit existing ones
  3. assign a **vehicle** to the cost entry (by touchin on the “car" icon you can create a new vehicle or edit an existing one)
  4. add a **description** to the entry if you want eg why these costs are incurred
  5. Add **mileage**
  6. add the **expenses** of this category



© Source Castle

4.3.2 Picture – car expenses

- In the tab "Picture" you can add a photo to your vehicle expenses eg of the bill
- You can delete the picture with the red X
- After confirming the vehicle expense with OK, it is displayed in the list
- Touch it to edit or delete it or to have a look and send the picture



© Source Castle

4.4. Menu

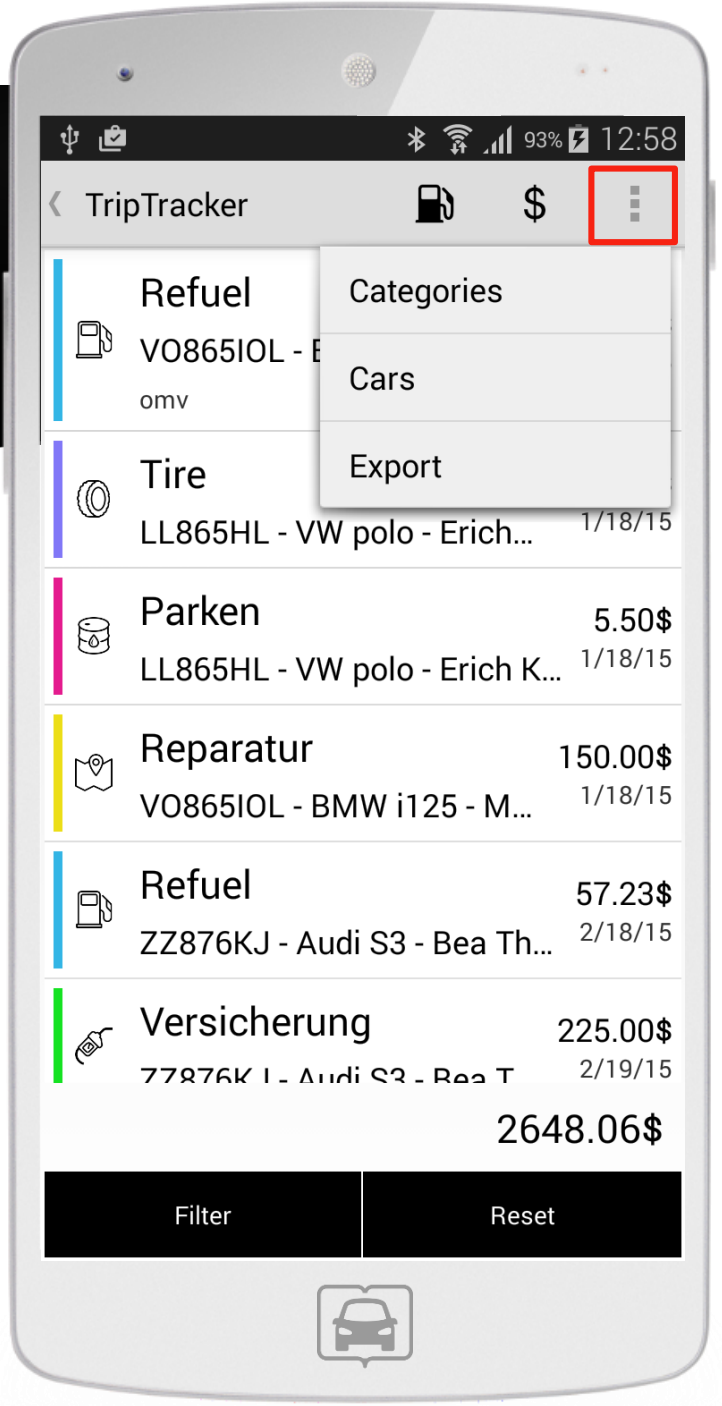
4.4.1 Categories 63

4.4.1.1 Create new category 64

4.4.2 Cars 65

4.4.3 Export 66

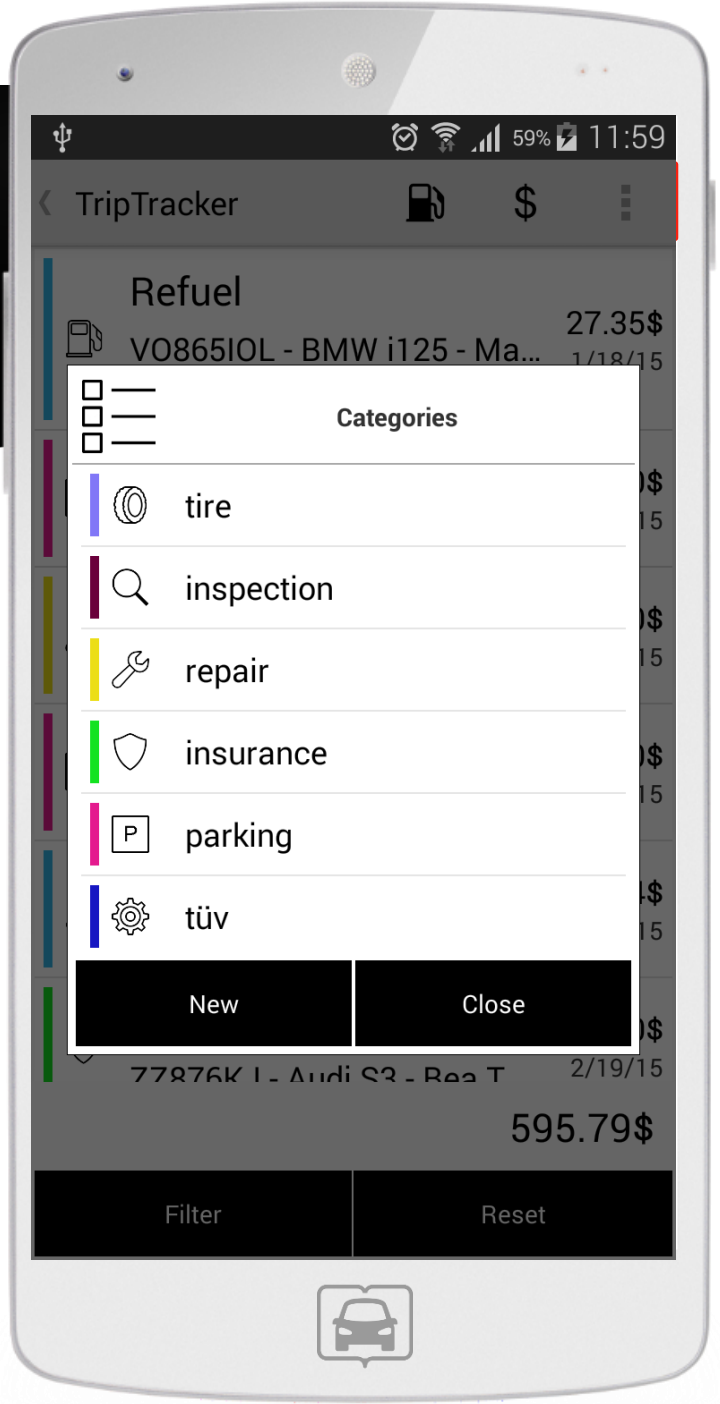
To access the menu, select the three points or the menu button on your smartphone.



© Source Castle

4.4.1 Categories

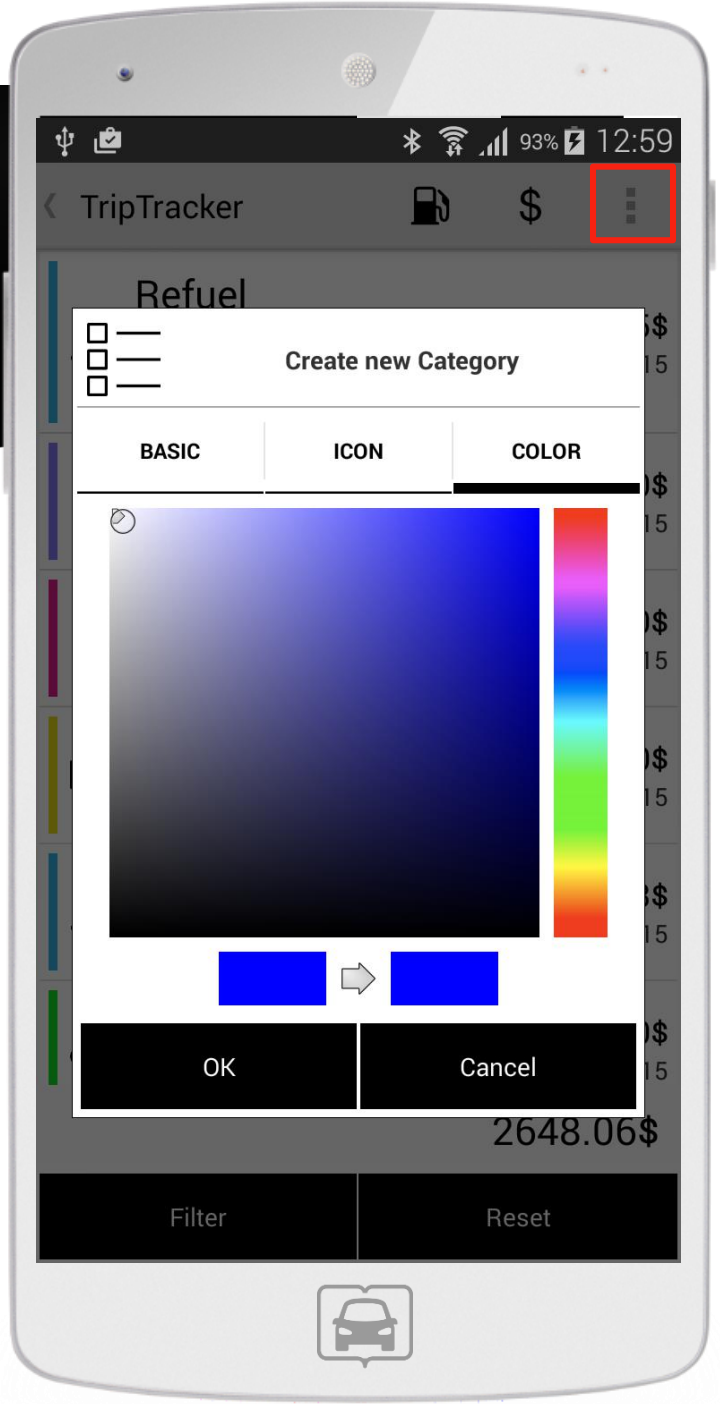
- Open the menu and select “categories“
- For faster creation of entries there are already default categories available
- By touching on a default category you can edit (title, description, icon, color) or delete it
- To add a new category, use the "New" button



© Source Castle

4.4.1.1 Create new category

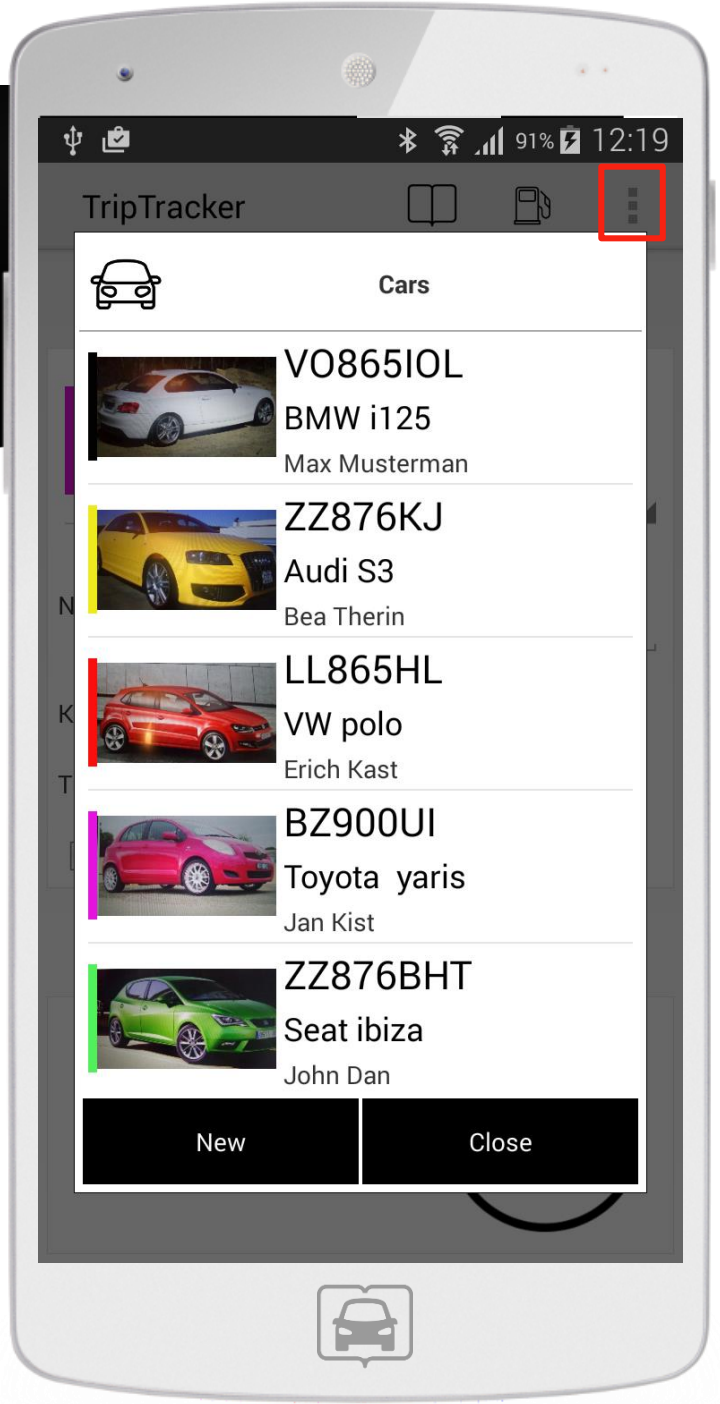
- To create a new category open the menu and select “categories" and then “new“
- In the "Basic" tab you can give the new category a name and a description
- In the "Icons“ tab you can select an icon for the new category
- In the "Color“ tab you can choose a suitable color for the new category



© Source Castle

4.4.2 Cars

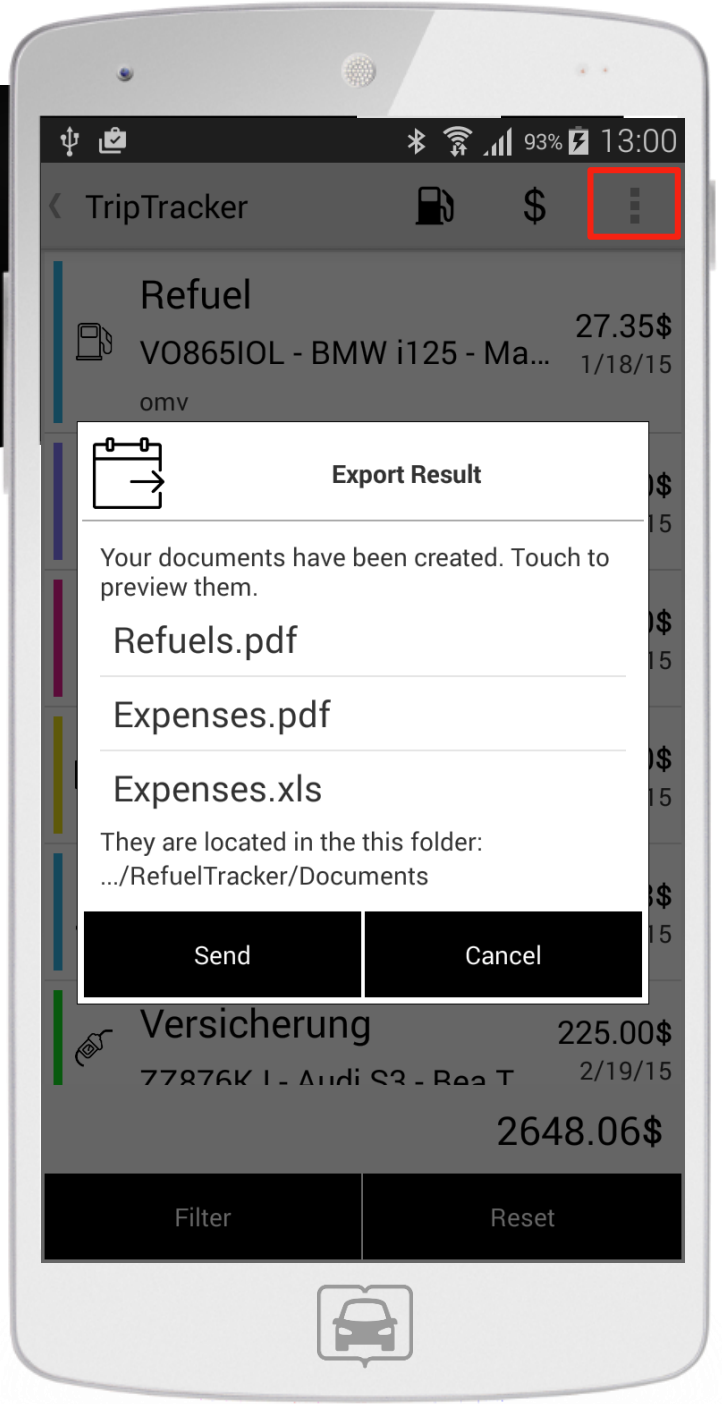
- Open the menu and select "cars“
- The menu item "Cars" gives you an overview of your car pool.
- Touch on a car to edit, delete it or to view information. Information are displayed regarding traveled mileages, total costs and costs per mileage.
- Use the “new” button to add new cars



© Source Castle

4.4.3 Export

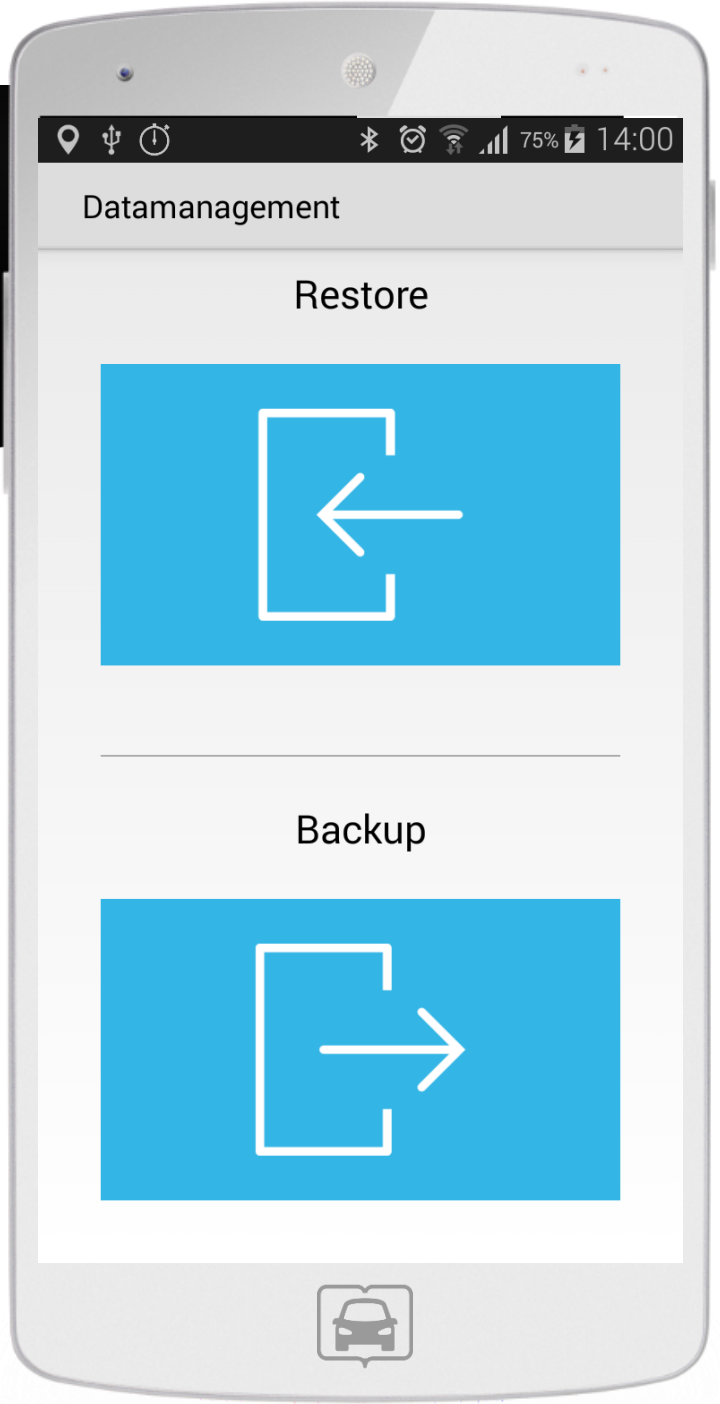
- Open the menu and select "Export“
- First, you can filter vehicle costs and fuel entries by date, categories and cars (see pages 52-55) and subsequently export them as PDF and Excel file.
- The document “Refuels.pdf" includes all costs to tank entries
- The document “Expenses.pdf" includes all costs to other vehicle expenses
- The document “Expenses.xls" includes all costs to tank entries, and any other vehicle costs. Please note that tank entries and other expenses in Excel have own portfolios - this means that you can scroll between tank expenditures and other costs



© Source Castle

V. DATA IMPORT from free version

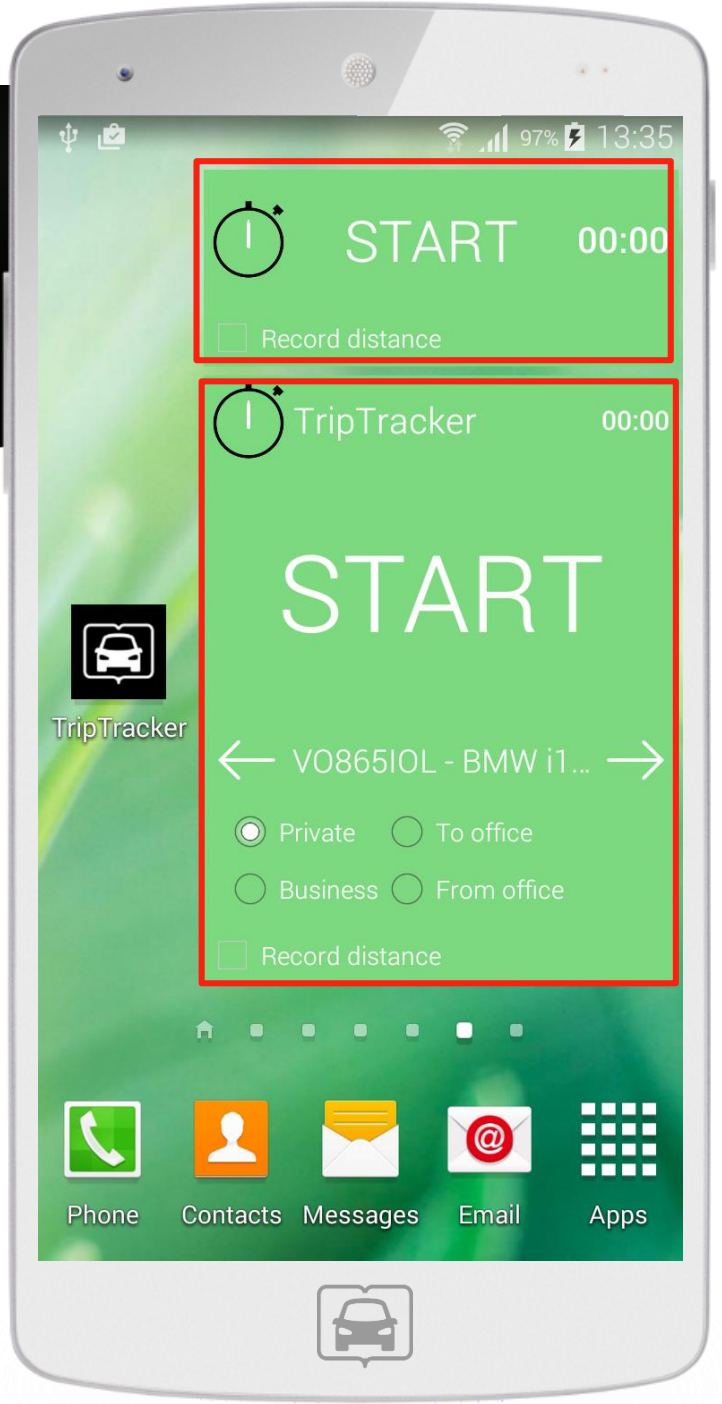
- Do you want to transfer your records from the free version in the pro version?
  - Proceed as follows:
    - 1. Open the free version
      - switch to the settings and select “Backup and Restore“
      - select backup
      - remember where the file is saved
    - 2. Open the pro version
      - Switch to the settings and select "Backup and Restore“
      - select restore
      - Select the backup file



© Source Castle

VI. WIDGET

- Trip Tracker offers two widget
  - Widget 3x1 (small widget)
  - 3x3 widget (Big Widget)
- All entries that you have created with the widget will be saved in the clipboard and can be completed within 24 hours there. This restriction is necessary in order to ensure security against forgery.
- In addition, you can also change the color of the widget in the settings.



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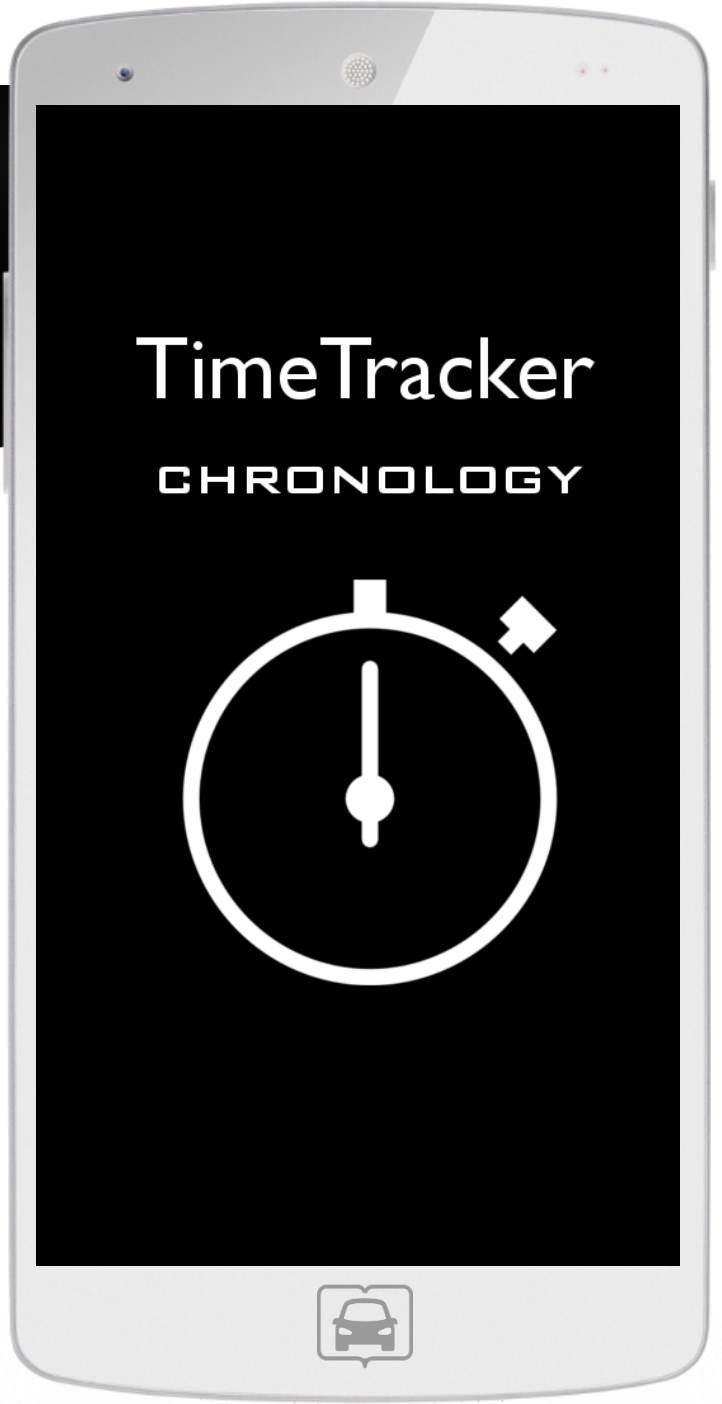
Big sister TimeTracker – chronology

- TripTracker has a big sister called TimeTracker - chronology
- It is the ALL-IN-ONE package for your mobile time management with 3 functions in one application: TIME TRACKING with an interactive calendar, STOPWATCH and GPS recording. Ideal for self-employed business people, entrepreneurs but also for individuals who want to take their time optimally.
- www.atimetracker.com
- https://play.google.com/store/apps/details?id=com.mxp.time



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SZ software

We are looking forward hearing from you,

Your SZ Software-Team

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